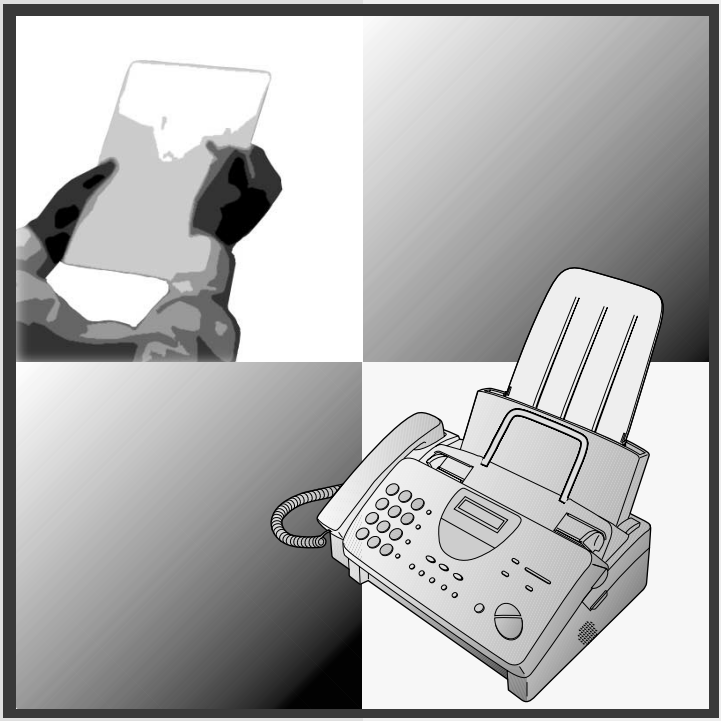
MODEL

FO-785



FACSIMILE

OPERATION MANUAL

1. Installation
2. Sending Documents
3. Receiving Documents
4. Making Copies
5. Making Telephone Calls
6. Answering Machine Connection
7. Special Functions
8. Option Settings
9. Printing Reports and Lists
10. Maintenance
11. Troubleshooting

SHARP®

SHARP

WARRANTY

Facsimile Products

Congratulations on Your Purchase!

This Sharp product is warranted against manufacturing defects for a period of twelve (12) months from the date of original purchase.

In the event of any defect arising in the equipment during the warranty period, such repairs should only be carried out by the Dealer from which the unit was originally purchased or a Service Centre approved by Sharp to service this type of equipment. These repairs would be carried out at no charge to the owner, subject to the conditions specified herein.

The owner is responsible for any transportation and insurance costs if the product has to be returned for repair.

This warranty does not extend to accessories or defects or injuries caused by or resulting from causes not attributable to faulty parts or the manufacture of the product, including but not limited to, defect or injury caused by or resulting from misuse, abuse, neglect, accidental damage, improper voltage, liquid spillage, vermin infestation, software, use of consumables other than those approved by Sharp, or any alterations made to the product which are not authorised by Sharp.

Please retain your sales documentation, as this should be produced to validate a warranty claim.

This warranty is in addition to and in no way limits, varies or excludes any express and implied rights and remedies under any relevant legislation in the country of sale. However, to the extent permitted by such legislation, Sharp excludes any liability for any indirect or consequential damages arising from the purchase or use of the product.

To the extent permitted by law, Sharp excludes all implied warranties and conditions and where the product is one that is not normally required for personal, domestic or household use, Sharp limits its liability to the repair or replacement (at Sharp's option) of materials or workmanship which are found by Sharp to be defective.

For your reference, please enter the particulars of your purchase below and retain, with your purchase documentation.

Model No. _____

Serial No. _____

Date of Purchase _____

Place of Purchase _____

SPform046 (2Sept97)

FOR LOCATION ENQUIRIES WITHIN
AUSTRALIA
REGARDING YOUR LOCAL
SHARP APPROVED SERVICE CENTRE

CALL THE
SHARP SERVICE REFERRAL CENTRE
FREECALL: **1 800 807 820**
FACSIMILE: (02) 9672 1210
DURING NORMAL BUSINESS HOURS

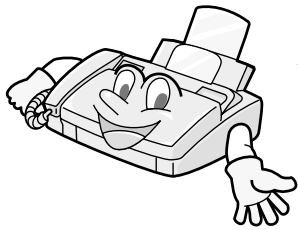
SHARP CORPORATION OF AUSTRALIA PTY. LIMITED
A.C.N. 003 039 405
1 Huntingwood Drive, Huntingwood NSW 2148

FOR THE SERVICING OF PRODUCTS
PURCHASED IN
NEW ZEALAND
CONTACT YOUR SELLING DEALER/RETAILER
OR FOR REFERRAL TO A
SERVICE CENTRE,
CALL SHARP CUSTOMER SERVICES
TELEPHONE: **09 634 2059**
FACSIMILE: 09 636 6972

SHARP CORPORATION OF NEW ZEALAND LIMITED
Cnr Mahunga Drive & Hastie Avenue,
Mangere, AUCKLAND

Important Notice: This warranty applies only to products sold in Australia & New Zealand

Introduction



Welcome, and thank you for choosing a Sharp facsimile! The features and specifications of your new Sharp fax are shown below.

Automatic dialling	Rapid Key Dialling: 8 numbers Speed Dialling: 80 numbers
Imaging film	Initial starter film (included with fax machine): 10 m roll (approx. 30 A4 pages) Replacement film: **FO-3CR** 30 m roll (two rolls in package, one roll yields approx. 95 A4 pages)
Automatic document feeder	10 sheets max.
Memory size*:	512 KB (approx. 30 average pages with ECM turned off)
Modem speed	14400 bps with automatic fallback to lower speeds.
Transmission time*	Approx. 6 seconds (only when ECM is on)
Reception modes	FAX, TEL, TEL/FAX, A.M.
Resolution	**Horizontal:** 8 lines/mm **Vertical:** Standard: 3.85 lines/mm Fine/Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm

* Based on ITU-T Test Chart #1 at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

Display	16-digit LCD display
Recording system	Thermal transfer recording
Halftone (greyscale)	64 levels
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Compression scheme	MH, MR, MMR
Scanning method	Sheet-feeder CIS (Contact Image Sensor)
Effective printing width	210 mm max.
Input document size	**Automatic feeding:** Width: 148 to 216 mm Length: 140 to 297 mm **Manual feeding:** Width: 148 to 216 mm Length: 140 to 600 mm
Effective scanning width	210 mm max.
Contrast control	Automatic/Dark selectable
Copy function	Standard
Telephone function	Standard (Cannot be used for incoming/outgoing if power fails)
Power requirements	230-240 V AC, 50 Hz
Operating temperature	5 to 35°C
Humidity	Maximum: 85 %
Power consumption	Stand-by: 2.3 W Maximum: 115 W
Dimensions	Width: 343 mm Depth: 313 mm Height: 312 mm
Weight	Approx. 3.4 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

- For your safety, if any of your equipment is not operating properly or should any physical damage occur to the equipment where internal parts may become exposed, the equipment should be immediately disconnected from the phone line and then the power line and returned to a SHARP authorised Service Centre for inspection, repair, or disposal.

- In Australia, installing or modifying telephone lines should only be done by an ACA licensed serviceman. In New Zealand, installing or modifying telephone lines should be done in accordance with Telecom wiring practices.

- Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

- This machine must only be connected to a 230-240 V, 50 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet may damage the machine.

- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.

- Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:
  - Liquid has been spilled into the machine or the machine has been exposed to rain or water.
  - The machine produces odors, smoke, or unusual noises.
  - The power cord is frayed or damaged.
  - The machine has been dropped or the housing damaged.

- Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

- Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot safely remove, unplug the machine and consult a qualified service representative.

- Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

- Never install telephone wiring during a lightning storm.

- Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.

- Use caution when installing or modifying telephone lines.

- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

- Do not use a telephone to report a gas leak in the vicinity of the leak.

- The socket-outlet must be installed near the equipment and must be easily accessible.

Important:

- This facsimile machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine on a telephone line using any of these services, you may experience errors during transmission and reception of facsimile messages.

- This facsimile machine is not compatible with digital telephone systems.

- This facsimile machine is designed to operate in Australia and New Zealand only.

WARNING NOTICE:
NO calls can be made to or from this fax during a mains power failure.

WARNING — Australian Communications Authority (ACA) regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with ACA and NZ TELECOM standard AS/NZS3548 regarding emission of electromagnetic interference.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

— Reorient or relocate the receiving antenna.

— Increase the separation between the equipment and the receiver.

— Connect the equipment to an outlet on a different circuit to that which the receiver is connected.

— Consult the dealer or an experienced radio/TV technician for help.

For Australia: The Ringer Equivalence Number (REN) for this equipment is written on the back of the machine.
The sum of all the Ringer Equivalence Numbers (REN's) on your telephone line should not exceed 3 to assure correct service from your telephone company.

IMPORTANT NOTICE FOR NEW ZEALAND USERS

Please note:
The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with the minimum conditions for connection to its network.
It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service.

To avoid telephone charges for local calls, be sure to store numbers without area code in your rapid or speed dial locations.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

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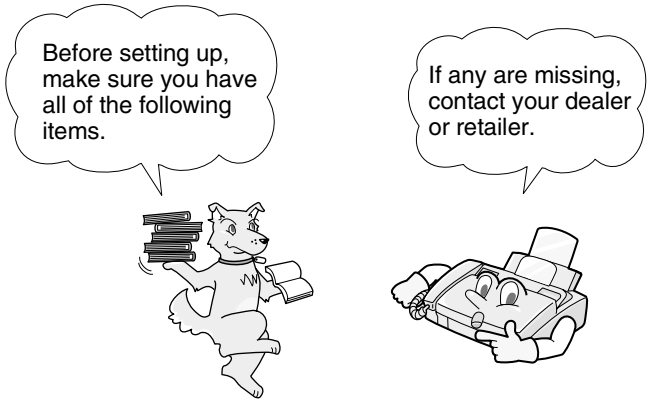
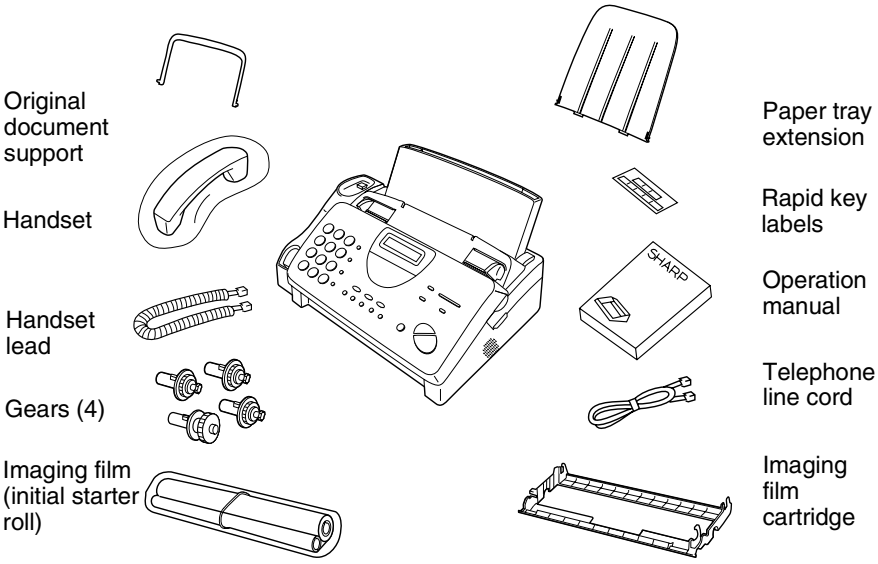
Chapter 1

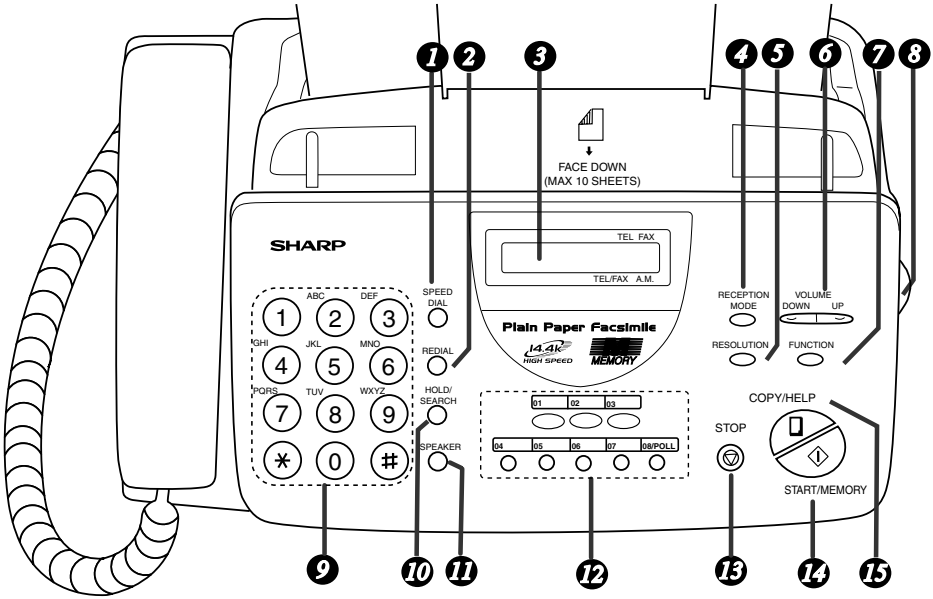
Installation

Unpacking Checklist





A Look at the Operation Panel



1 SPEED DIAL key
Press this key to dial a 2-digit Speed Dial number.

2 REDIAL key
Press this key to automatically redial the last number dialled.

3 Display
This displays messages and prompts during operation and programming.

4 RECEPTION MODE key
Press this key to select the reception mode. An arrow in the display will point to the currently selected reception mode.

5 RESOLUTION key
Press this key to adjust the resolution and contrast before sending or copying a document.

❻ **VOLUME keys**
Press these keys to adjust the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times.

❼ **FUNCTION key**
Press this key to select various special functions.

❽ **Panel release**
Grasp this finger hold and pull toward you to open the operation panel.

❾ **Number keys**
Use these keys to dial numbers, and enter numbers and letters during number/name storing procedures.

❿ **HOLD/SEARCH key**
Press this key to search for an automatic dialling number, or, during a phone conversation, press this key to put the other party on hold.

⓫ **SPEAKER key**
Press this key to hear the line and fax tones through the speaker before sending a document, or dialling a voice number.
Note: **This is not a speakerphone**. You must pick up the handset to talk with the other party.

⓬ **Rapid Dial Keys**
Press one of these keys to dial a fax or voice number automatically. (Note that you must attach the Rapid Key labels.)

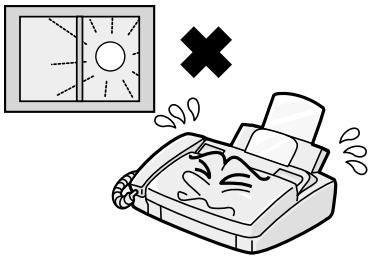
⓭ **STOP key**
Press this key to cancel operations before they are completed.

⓮ **START/MEMORY key**
Press this key to send or receive a document, or to scan a document into memory before sending it.

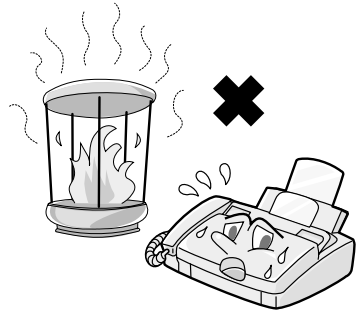
⓯ **COPY/HELP key**
When a document is in the feeder, press this key to make a copy. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax.

Connections

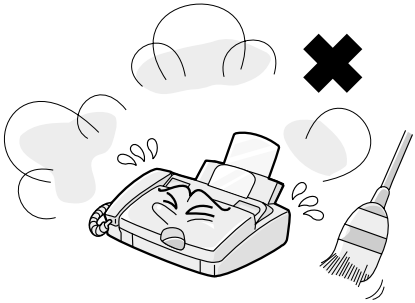
Points to keep in mind when setting up



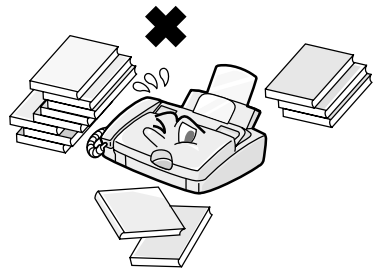
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.



Keep the area around the machine clear.

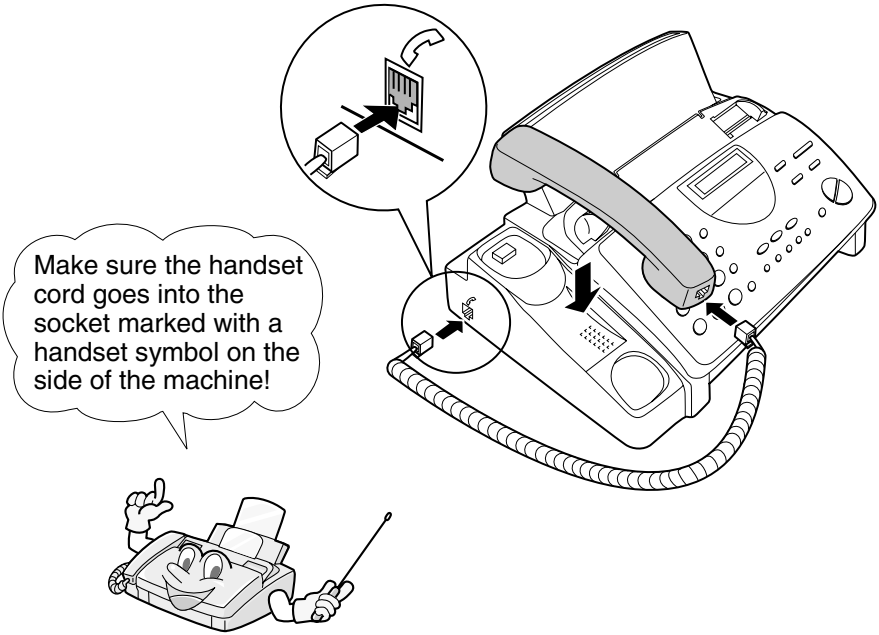
About condensation

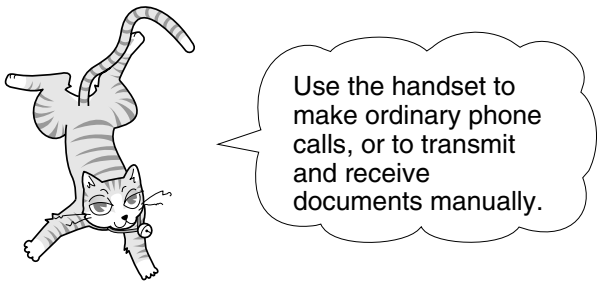
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Handset

Connect the handset as shown and place it on the handset rest.

- The ends of the handset lead are identical, so they will go into either socket.

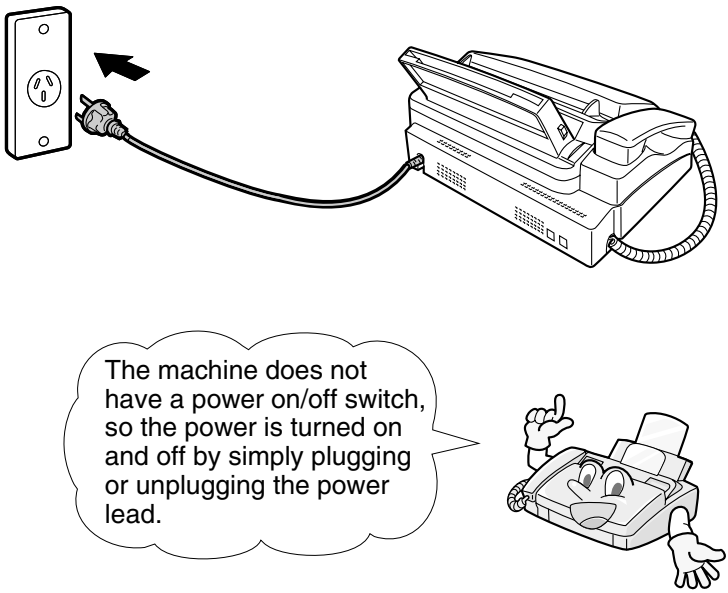




Power lead

Plug the power lead into a 230-240 V, 50 Hz, earthed (3-prong) AC outlet.

- **Caution:** When disconnecting the fax, unplug the telephone line cord before unplugging the power lead.
- **Caution:** The mains outlet (socket outlet) should be installed near the equipment and be easily accessable.


The machine does not have a power on/off switch, so the power is turned on and off by simply plugging or unplugging the power lead.

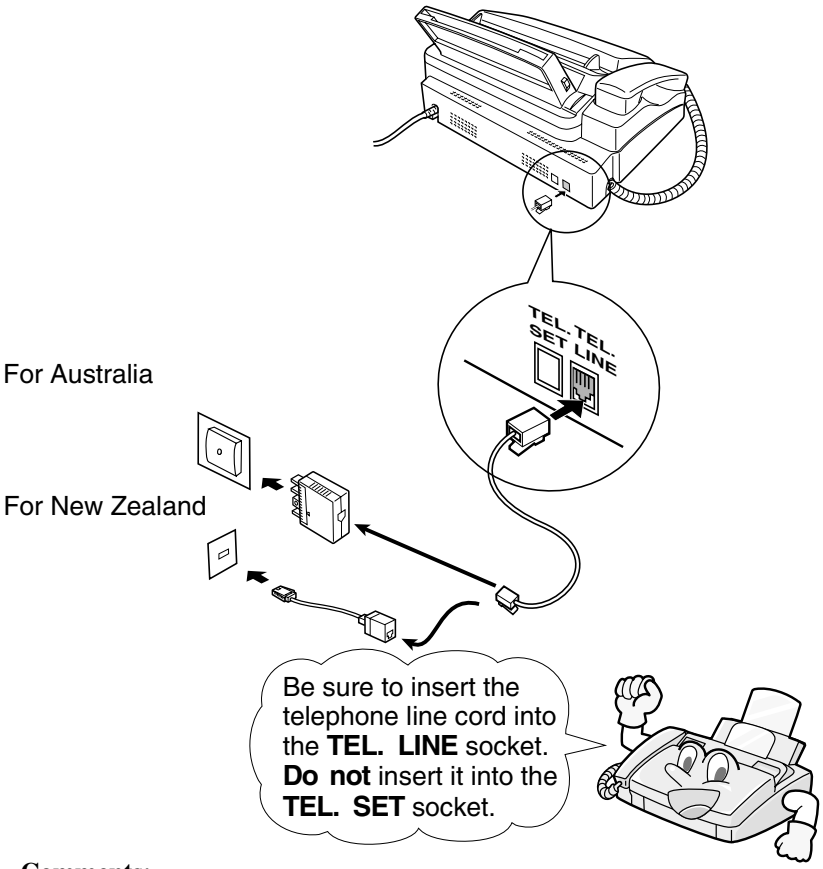
Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Moving your fax and reconnecting

Should it be necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

Telephone line cord

Insert one end of the telephone line cord into the adapter. Insert the other end of the line cord into the socket on the back of the fax marked **TEL. LINE**. Plug the adapter into the telephone socket on the wall.


TEL. LINE
TEL. SET
For Australia
For New Zealand
Be sure to insert the telephone line cord into the **TEL. LINE** socket. **Do not** insert it into the **TEL. SET** socket.

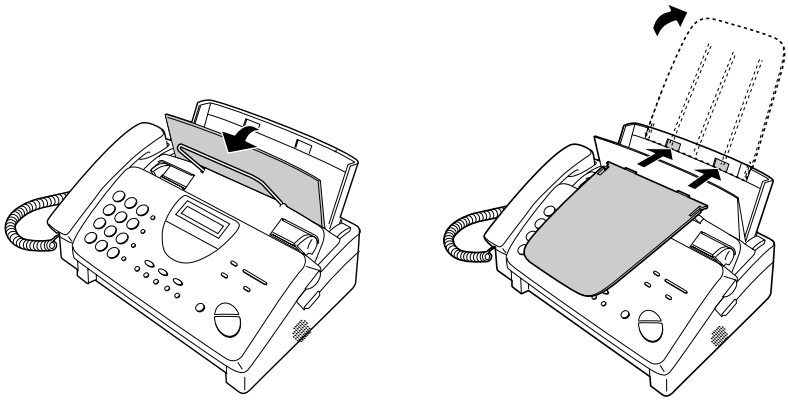
Comments:

- Your fax is set for tone dialling. If you are on a pulse only dial line, you must set the fax for pulse dialling by changing Option Setting 7. This procedure is described in Chapter 8, *Option Settings*.
- If you intend to use a computer fax modem on the same phone line, you must reset Option Setting 12 (Fax Signal Receive) to NO in order to prevent transmission and reception errors. This procedure is described in Chapter 8, *Option Settings*.

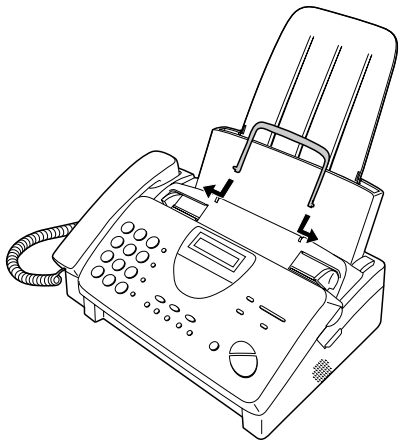
Trays

Attach the paper tray extension.

- Pull the paper release plate forward. Insert the paper tray extension horizontally into the notches in the paper tray. Rotate the paper tray extension up until it snaps into place.



Attach the original document support.



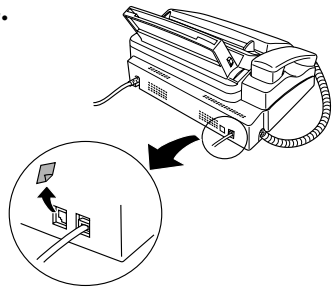
Note: The original document support has a top side and a bottom side. If you cannot insert the tabs on the support into the holes, turn the support over.

Extension phone (optional)

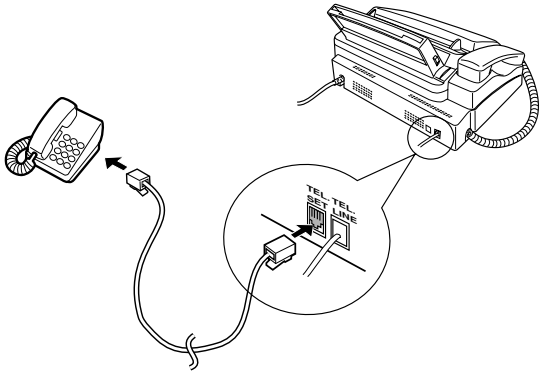
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

- To connect an answering machine to your fax, see Chapter 6, *Answering Machine Connection*.

1 Remove the seal covering the **TEL. SET** socket.



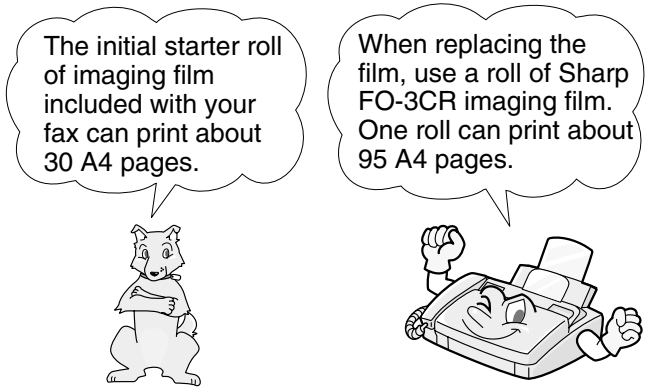
2 Connect the extension phone line to the **TEL. SET** socket.



Important: In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the extension socket of the equipment.

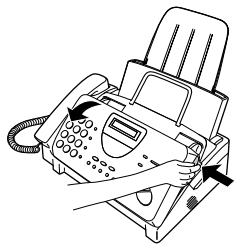
Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

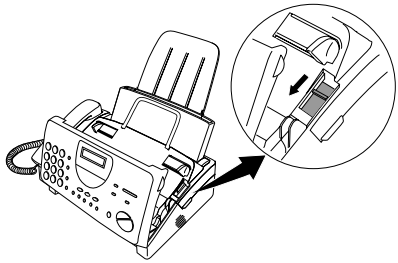

The initial starter roll of imaging film included with your fax can print about 30 A4 pages.
When replacing the film, use a roll of Sharp FO-3CR imaging film. One roll can print about 95 A4 pages.

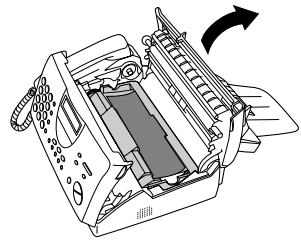
Note: If there is paper in the paper tray, pull the paper release plate forward and remove the paper before loading the imaging film.

1 Open the operation panel by grasping the finger hold and pulling up.



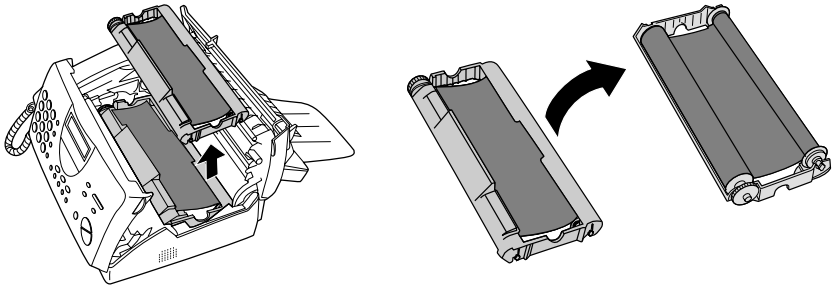
2 Pull the green release on the right side of the machine forward, and open the print compartment cover.



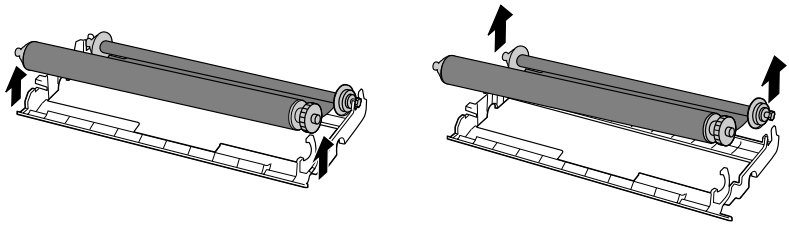


If you are installing the imaging film for the first time, go to Step 6.

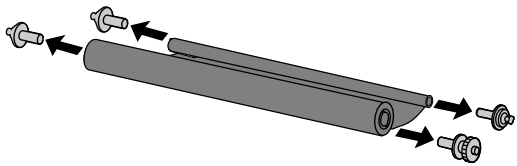
3 Remove the imaging film cartridge from the print compartment (grasp the handle at the front of the cartridge) and turn it over.



4 Remove the used film from the cartridge.

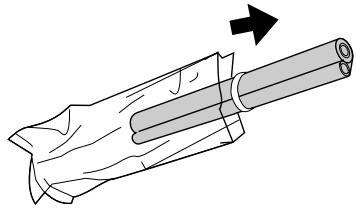


5 Remove the four green gears from the used film.
DO NOT DISCARD THE FOUR GREEN GEARS!



6 Remove the new roll of imaging film from its packaging.

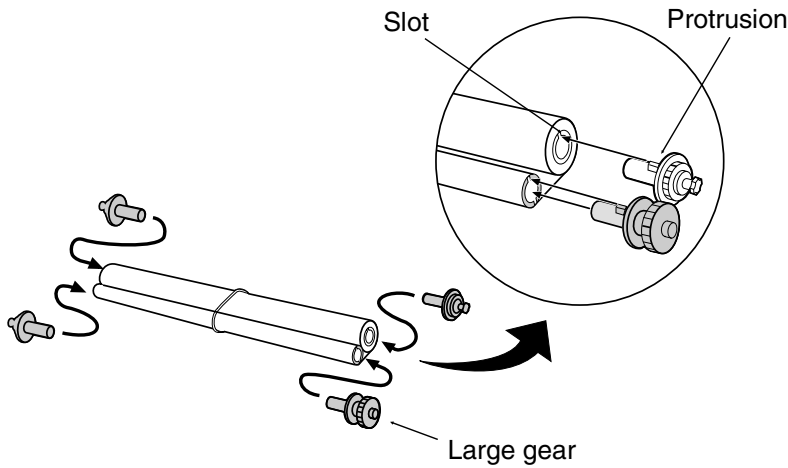
- Do not yet remove the band that holds the rolls together.



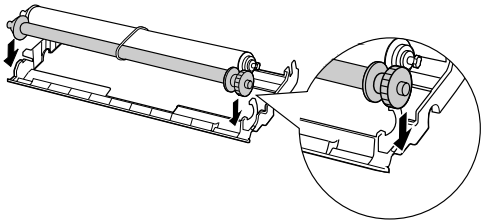
7 Insert the large gear into the green end of the empty spool. Make sure the two protrusions on the large gear fit firmly into the slots in the end of the spool.

Insert the remaining three gears into the spools, making sure the protrusion on each gear fits firmly into one of the slots in the end of each spool.

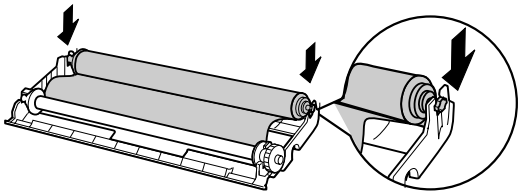
- If needed, pull the spools apart slightly to allow the gears to fit (the band will stretch).



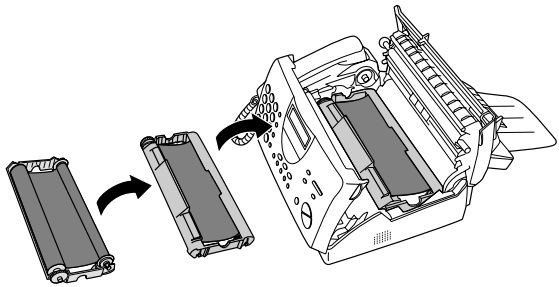
8 Insert the large gear into the large holder on the imaging film cartridge (make sure it clicks into place), and then insert the small gear on the other end of the spool into its holder.



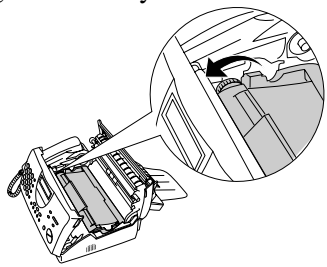
9 Cut the band that holds the two spools together. Unroll the film slightly and insert the small gears into their holders.



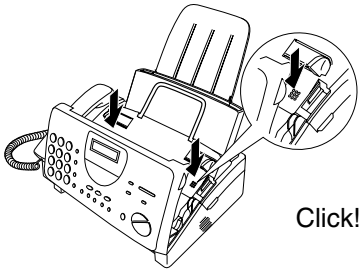
10 Turn the cartridge over, grasp the handle, and insert the cartridge into the print compartment.

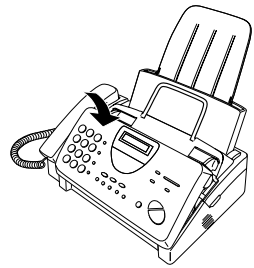


11 Rotate the large gear toward you until the film is taut.



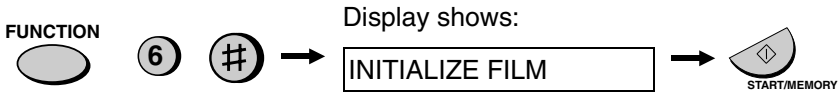
12 Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.





13 Load paper in the paper tray and then press the following keys to initialize the film.

Note: Paper must be loaded before the film can be initialized. To load paper, see the following section, *Loading Printing Paper*.



When to replace the imaging film

Replace the imaging film when the display shows:

FILM END

Use the following imaging film, which is available from your dealer or retailer:

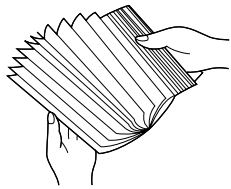
Sharp FO-3CR Imaging Film

Loading Printing Paper

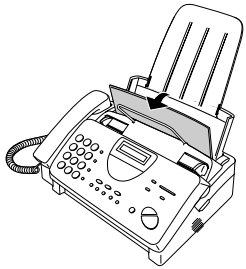
You can load A4 size paper in the paper tray. The maximum number of sheets is:

- **60** for paper from 60 to 75 g/m^2
- **50** for paper from 75 to 90 g/m^2

1 Fan the paper, and then tap the edge against a flat surface to even the stack.

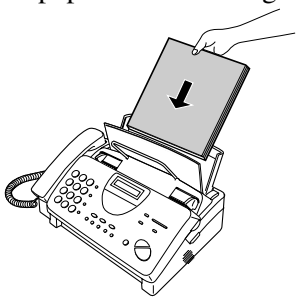


2 Pull the paper release plate toward you.



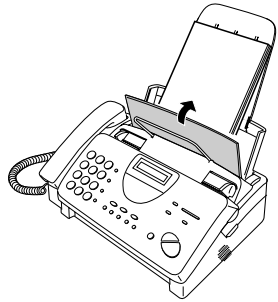
3 Insert the stack of paper into the tray, **print side down**.

- If paper remains in the tray, take it out and combine it into a single stack with the new paper before adding the new paper.



Be sure to load the paper so that printing takes place on the **print** side of the paper. Printing on the reverse side will result in poor print quality.

4 Push the paper release plate back down.



If the paper release plate is not pushed down, paper feed errors will result.

Note: When receiving faxes or copying documents, do not allow a large number of pages to accumulate in the output tray. This may obstruct the outlet and cause paper jams.

Note: If the display shows the following alternating messages when making a copy or receiving a fax, check the paper tray. If the tray is empty, add paper and then press the **START/MEMORY** key. If there is paper, make sure it is inserted correctly and then press the **START/MEMORY** key.

SET PAPER &	—	PRESS START KEY

5 Your fax has been set at the factory to print at normal contrast. Depending on the type of paper you have loaded, you may find that you obtain better print quality by changing the setting to LIGHT. Press these keys:

FUNCTION 6 ✳ ✳

The display will show: PRINT CONTRAST

Press **1** to select NORMAL or **2** to select LIGHT.

NORMAL LIGHT

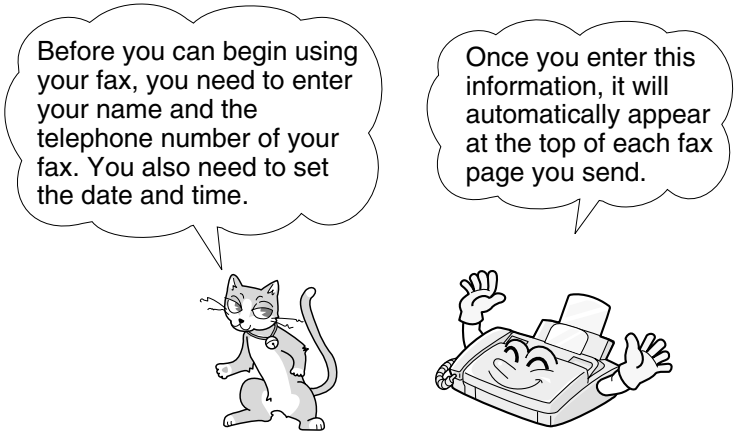
1 or 2

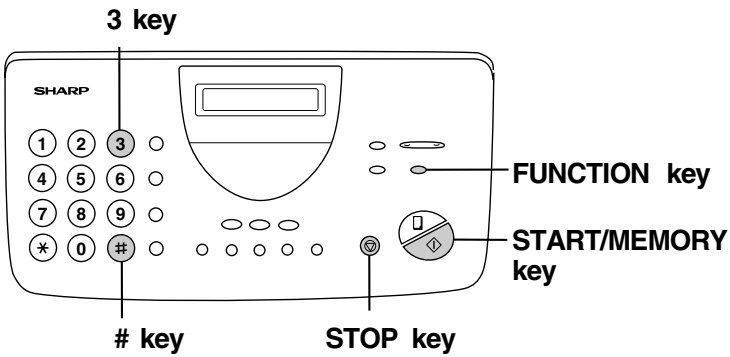
The display will show: COPY CUT-OFF

Press the **STOP** key to return to the date and time display.

STOP

Entering Your Name and Fax Number


Before you can begin using your fax, you need to enter your name and the telephone number of your fax. You also need to set the date and time.
Once you enter this information, it will automatically appear at the top of each fax page you send.



Note: The imaging film and printing paper must be loaded before your name and fax number can be entered.

1 Press these keys: FUNCTION → 3

The display will show: ENTRY MODE

2 Press the # key twice: # #

The display will show: OWN NUMBER SET

3 Press the **START/MEMORY** key.

The display will show: ENTER FAX #

4 Enter your fax number by pressing the number keys. Up to 20 digits can be entered.

- To insert a space between digits, press the **#** key. To insert a "+", press the ✱ key.
- If you make a mistake, press the **HOLD/SEARCH** key to move the cursor back to the mistake and then enter the correct number. The new number will replace the old number.

Example: 5 5 5 # 1 2 3 4

Cursor: A dark square mark in the display that indicates where a number or letter will be entered.

5 Press the **START/MEMORY** key to enter the fax number in memory.

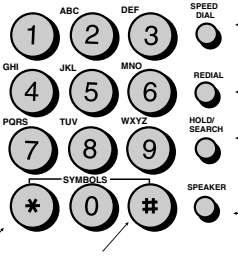
The display will show: ENTER YOUR NAME

6 Enter your name by pressing the number keys as shown in the following chart. Up to 24 characters can be entered.

- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter to advance the cursor.

Example: SHARP = 7 7 7 7 7 4 4 4 2 2 7 7 7 7 SPEAKER 7 7

A = 2 2
B = 2 2 2
C = 2 2 2 2
D = 3 3
E = 3 3 3
F = 3 3 3 3
G = 4 4
H = 4 4 4
I = 4 4 4 4
J = 5 5
K = 5 5 5
L = 5 5 5 5
M = 6 6
N = 6 6 6
O = 6 6 6 6
P = 7 7
Q = 7 7 7
R = 7 7 7 7
S = 7 7 7 7 7
T = 8 8
U = 8 8 8
V = 8 8 8 8
W = 9 9
X = 9 9 9
Y = 9 9 9 9
Z = 9 9 9 9 9
SPACE = 1 1



Press this key to delete the letter highlighted by the cursor.

Press this key to change case.

Press this key to move the cursor to the left.

Press this key to move the cursor to the right.

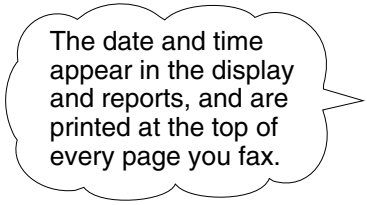
Press either key repeatedly to select one of the following symbols:
./!"#$%&'()✱+,-:;<=>?@[¥]^_`{|}→←

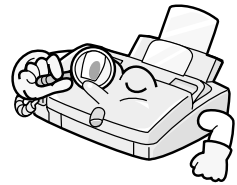
7 Press the **START/MEMORY** key to save your name in memory.

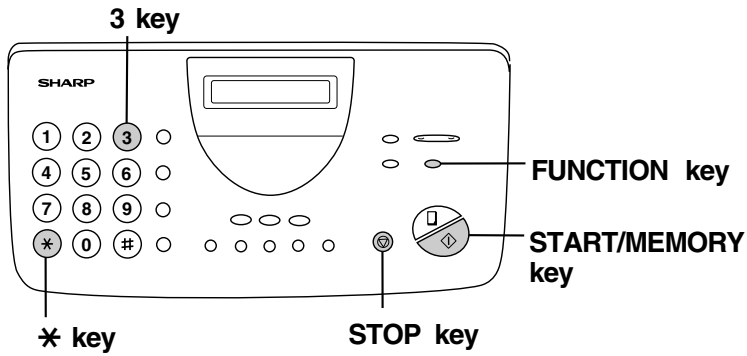
The display will show: SECURITY SELECT

8 Press the **STOP** key to return to the date and time display.

Setting the Date and Time







Note: The imaging film and printing paper must be loaded before the date and time can be set.

---

1 Press these keys: FUNCTION → 3

The display will show: ENTRY MODE

---

2 Press the * key three times. * * *

The display will show: DATE & TIME SET

3 Press the **START/MEMORY** key.

- The currently set date will appear in the display.

4 Enter a two-digit number for the day ("01" to "31").

- To correct a mistake, press the **SPEED DIAL** key to move the cursor back to the mistake, and then enter the correct number.

Example: the 5th (0) (5)

5 Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).

Example: January (0) (1)

6 Enter the year (four digits).

Example: 2000 (2) (0) (0) (0)

7 Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").

Example: 9:25 (0) (9) (2) (5)

8 Press the **START/MEMORY** key to start the clock.

The display will show: STORE JUNK #

9 Press the **STOP** key to return to the date and time display.

Selecting the Reception Mode

Your fax machine has four modes for receiving incoming calls and faxes:

TEL mode:
This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

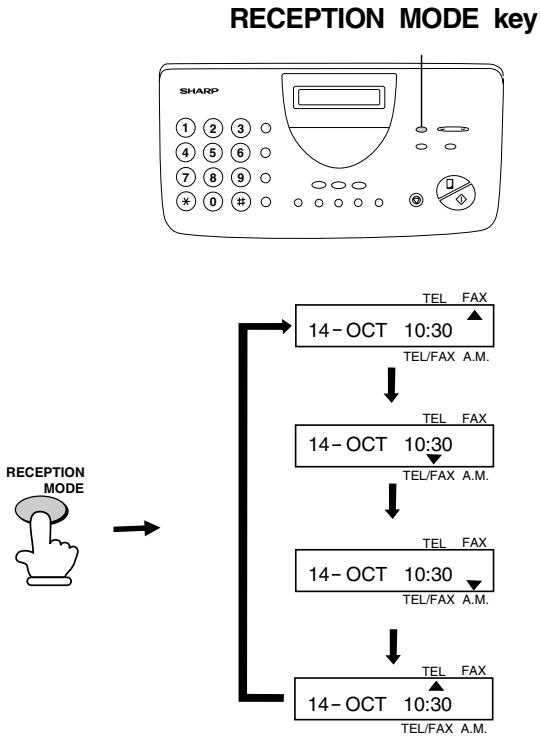
FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

A.M. mode:
Use this mode only if you have connected an answering machine to the fax (see Chapter 6). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

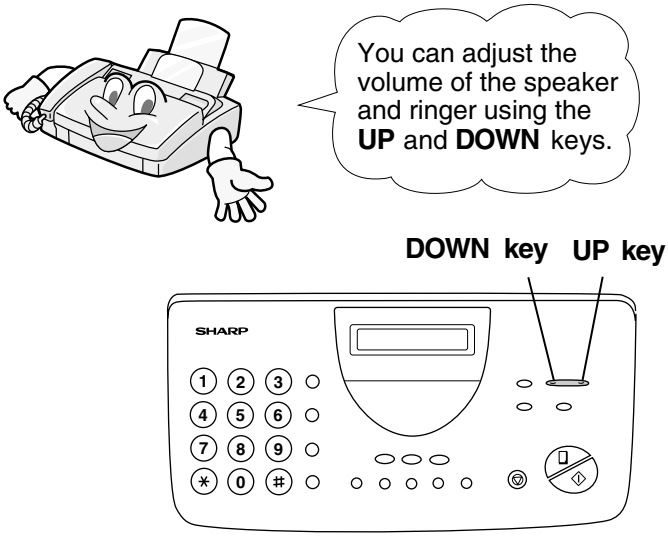
Setting the reception mode

Press the **RECEPTION MODE** key until the arrow in the display points to the desired mode.



For more information on receiving faxes in TEL, TEL/FAX and FAX modes, see Chapter 3, *Receiving Documents*. For more information on using A.M. mode, see Chapter 6.

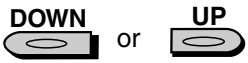
Volume Adjustment



Speaker

1 Press the **SPEAKER** key.

2 Press the **UP** or **DOWN** key.



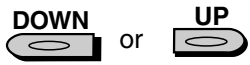
Display:

SPEAKER: HIGH
↕
SPEAKER: MIDDLE
↕
SPEAKER: LOW

3 When the display shows the desired volume level, press the **SPEAKER** key to turn off the speaker.

Ringer

1 Press the **UP** or **DOWN** key. (Make sure the **SPEAKER** key has not been pressed and the handset is not lifted.)



Display:

RINGER: HIGH
↕
RINGER: MIDDLE
↕
RINGER: LOW
↕
RINGER:OFF OK ?

- The ringer will ring once at the selected level, then the date and time will reappear in the display.

2 If you selected RINGER:OFF OK ?, press the **START/MEMORY** key.

Silent ring fax detection system

You can also set your fax machine to receive faxes silently, but ring to alert you to a voice call. To do so, set the ringer volume to OFF and set the reception mode to TEL/FAX. When a voice call comes in, a special ringer on the fax will ring. Note that extension telephones will not ring.

Note: During intial ringing before the fax picks up the call, the fax will be silent but extension telephones will ring.

Chapter 2 Sending Documents

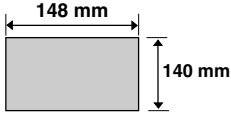
Transmittable Documents

Size and weight

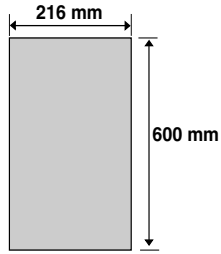
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

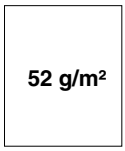
Minimum size



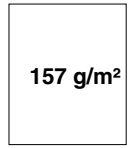
Maximum size



Minimum weight

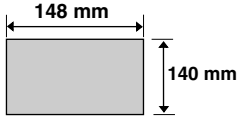


Maximum weight

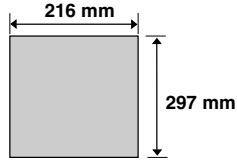


Loading several pages at once:

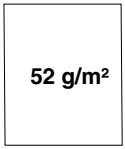
Minimum size



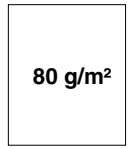
Maximum size



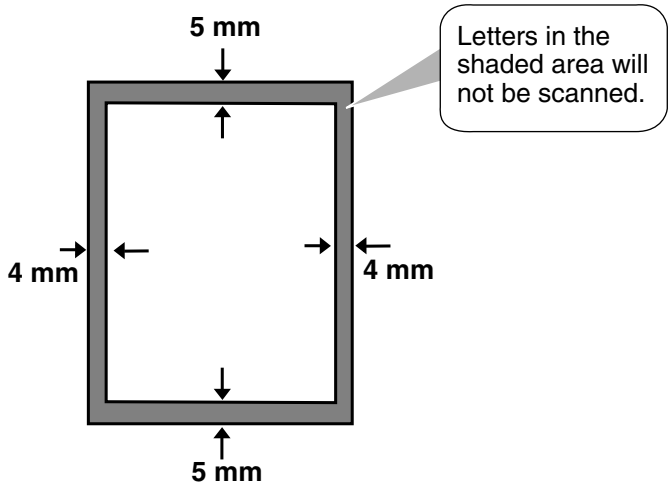
Minimum weight



Maximum weight



Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

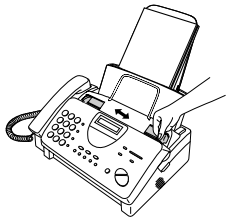
- The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 10 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

- ♦ If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

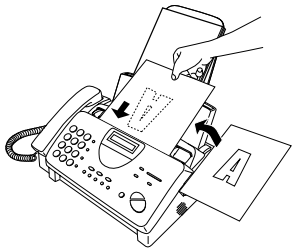
1 Adjust the document guides to the width of your document.



2 Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.

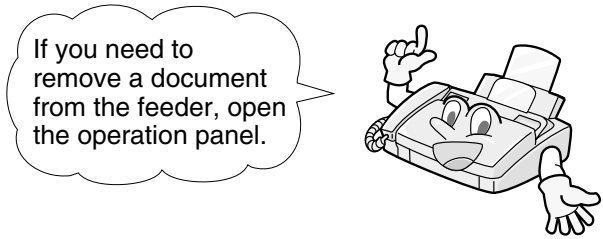
- The feeder will draw the leading edge of the document into the machine. The display will show:

READY TO SEND



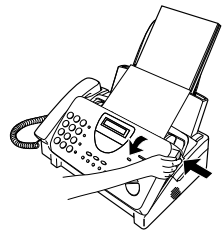
3 Adjust the resolution and/or contrast setting (if desired) as explained in the section *Resolution and Contrast*, then dial the receiving machine as explained in *Sending a Fax by Normal Dialling*.

Removing a document from the feeder

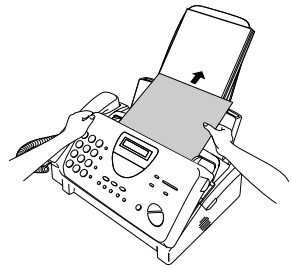


Important:
Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

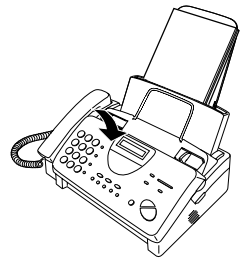
1 Open the operation panel by grasping the finger hold and pulling up.



2 Remove the document.

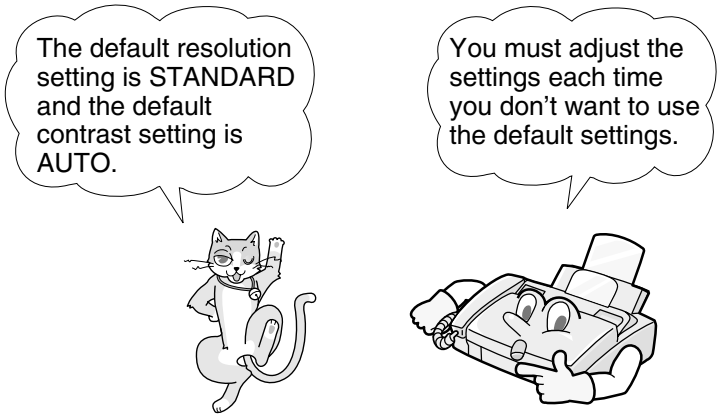


3 Close the operation panel, making sure it clicks into place.



Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.


The default resolution setting is STANDARD and the default contrast setting is AUTO.
You must adjust the settings each time you don't want to use the default settings.

Note: The resolution and contrast settings are only effective for transmitting a document. They are not effective for receiving a document.

Resolution settings

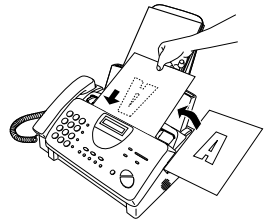
STANDARD:	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE:	Use FINE for documents containing small letters or fine drawings.
SUPER FINE:	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE:	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of grey.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

1 Load the document(s).

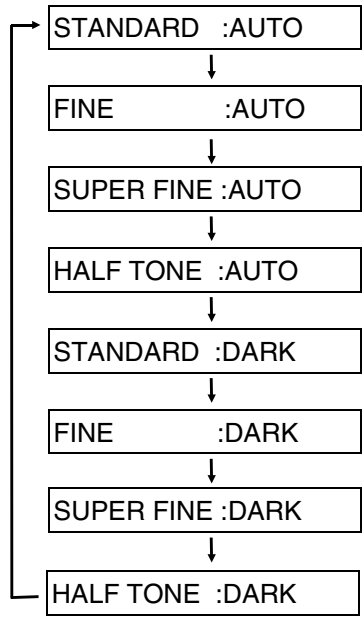
- The document must be loaded before the resolution and contrast can be adjusted.



2 Press the **RESOLUTION** key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Display:



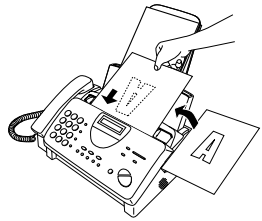
Note: In order to transmit in FINE or SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Sending a Fax by Normal Dialling

With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial by pressing the number keys.

- If a person answers, you can talk with them through the handset before sending the fax. (If you pressed the **SPEAKER** key, you must pick up the handset to talk.)
- Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

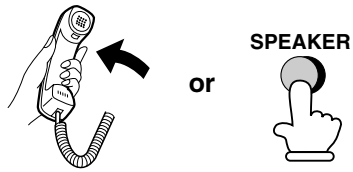


The display will show:

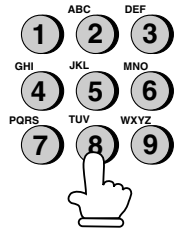
READY TO SEND

- Set the resolution and/or contrast if desired.

2 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.

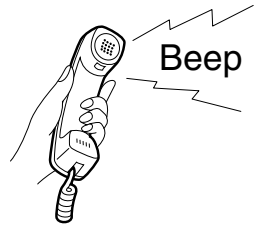


3 Dial the number of the receiving machine by pressing the numeric keys.



4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other party answers, (lift the handset if the **SPEAKER** key was pressed) ask them to press their **START** key. This causes the receiving machine to issue a reception tone.



5 When you hear the reception tone, press the **START/MEMORY** key. Replace the handset if you used it.

- When transmission is completed, the fax will beep once.

Using the REDIAL key

You can press the **REDIAL** key to redial the last number dialled. To send a document, proceed from Step 4 of Normal Dialling. Note that the speaker will be automatically activated when you press the **REDIAL** key.

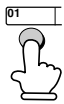
Facsimile reception tone: This is a pronounced, high-pitched tone that the receiving machine sends to the transmitting machine to indicate that it is ready to receive.

Sending a Fax by Automatic Dialling

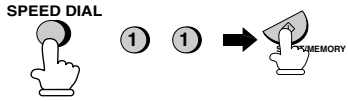
You can dial a fax or telephone number by simply pressing a Rapid Key, or by pressing the **SPEED DIAL** key and entering a two-digit number.

- To use Automatic Dialling, you must first store the full fax or telephone number in your fax machine.
- When you store a fax or telephone number, you select a two-digit Speed Dial number for it. 88 Speed Dial numbers are available.

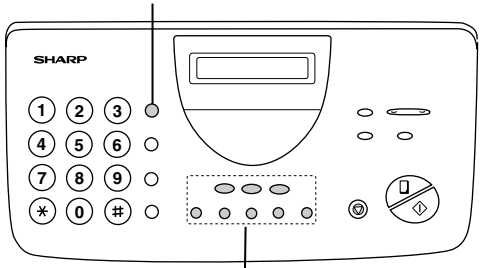
Speed Dial numbers 01 through 08 are for Rapid Key (one-touch) Dialling.



Speed Dial numbers 09 through 88 are for dialling with the **SPEED DIAL** key.

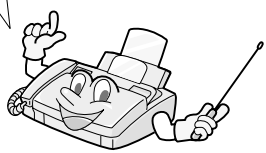


SPEED DIAL key



Attach the strip of Rapid Key labels above the Rapid Keys.

Rapid keys



When you store a number in a Rapid Key, write the name of the party on the label.

Storing fax and telephone numbers for Automatic Dialling

1 Press these keys:

The display will show: FAX/TEL # MODE

2 Press **1** to select SET.

The display will show: FAX/TEL # SET
↓↑
ENTER SPEED #

3 Enter a two-digit Speed Dial number by pressing the number keys (01 to 08 for Rapid Key Dialling, 09 to 88 for Speed Dialling).

(Example)

4 Enter the fax or voice number by pressing the number keys (max. of 32 digits including pauses).

- Press the **SPEED DIAL** key to clear a mistake.
- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.
- Press the **HOLD/SEARCH** key to enter a space between digits.

5 Press the **START/MEMORY** key.

6 Enter the name of the party by pressing the number keys as shown in the chart below. Up to 20 characters can be entered.

- If you don't want to enter a name, skip this step.
- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter to advance the cursor.

Example: SHARP = 7 7 7 7 7 4 4 4 2 2 7 7 7 7 SPEAKER 7 7

A = 2 2	J = 5 5	S = 7 7 7 7 7
B = 2 2 2	K = 5 5 5	T = 8 8
C = 2 2 2 2	L = 5 5 5 5	U = 8 8 8
D = 3 3	M = 6 6	V = 8 8 8 8
E = 3 3 3	N = 6 6 6	W = 9 9
F = 3 3 3 3	O = 6 6 6 6	X = 9 9 9
G = 4 4	P = 7 7	Y = 9 9 9 9
H = 4 4 4	Q = 7 7 7	Z = 9 9 9 9 9
I = 4 4 4 4	R = 7 7 7 7	SPACE = 1 1

7 Press the **START/MEMORY** key.

8 Return to Step 3 to store another number, or press **STOP** to exit. If the number will be used for Rapid Key Dialling, you can write the name on the appropriate Rapid Key label.

Step 3 or STOP

Storing area codes and access codes

You can also store an area code or access code in a Rapid Key or Speed Dial number. To use this number to dial, see *Chain Dialing* in Chapter 5, *Making Telephone Calls*.

Note: An area code or access code stored in a Rapid Key or Speed Dial number can only be used if the handset is lifted or the **SPEAKER** key pressed before dialling.

Clearing numbers

1 Press these keys: FUNCTION 3 #

The display will show: FAX/TEL # MODE

2 Press **2** to select CLEAR. 2

3 Enter the Speed Dial number that you want to clear by pressing the number keys.

0 1 (Example)

4 Press the **START/MEMORY** key.

5 Return to Step 3 to clear another number, or press **STOP** to exit.

Step 3 or STOP

Making changes

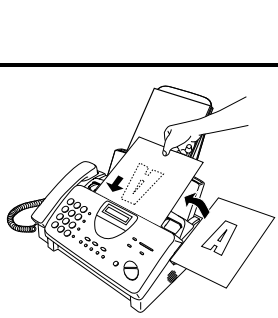
To make changes in a number previously stored, repeat the storing procedure. Select the Speed Dial number for which you want to make changes in Step 3, and then change the number and/or name when they appear in the display (Steps 4 and 6, respectively).

- **A lithium battery keeps automatic dialling numbers in memory**
  The machine uses a lithium battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Rapid Key Dialling

If the number you want to dial has been stored for Automatic Dialling as a Speed Dial number from 01 to 08, you can dial it by pressing the corresponding Rapid Key.

1 Load the document(s).



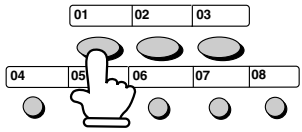
The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.

2 Press the Rapid Key corresponding to the desired Speed Dial number.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.

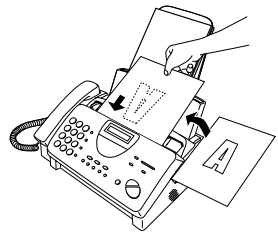


Example: To dial Speed Dial number 01, press Rapid Key 01.

Speed Dialling

Speed Dialling can be used to dial any number that has been stored for Automatic Dialling.

1 Load the document(s).



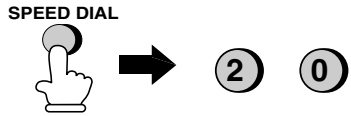
The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.

2 Press the **SPEED DIAL** key and then enter the two digits of the Speed Dial number by pressing the number keys.

- To enter numbers 1 through 9, first enter 0 and then the number.



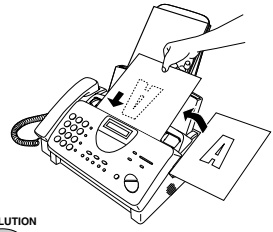
(Example)

3 Check the display. If the name or number shown is correct, press the **START/MEMORY** key. (If not, press the **STOP** key and then repeat Step 2.)

Direct Keypad Dialling

You can also enter a full number with the number keys and then press the **START/MEMORY** key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 Load the document(s).



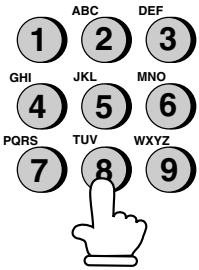
The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.

2 Enter the number of the receiving machine by pressing the numeric keys.

- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key. The pause will appear as a hyphen. Several pauses can be entered in a row.



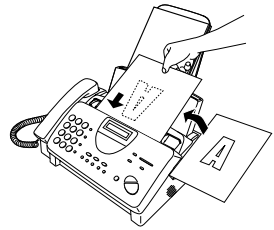
3 Check the display. If the number of the receiving machine shown is correct, press the **START/MEMORY** key.

- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Using the HOLD/SEARCH key

If you don't remember the Rapid Key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial it and transmit the loaded document by simply pressing the **START/MEMORY** key.

1 Load the document(s).



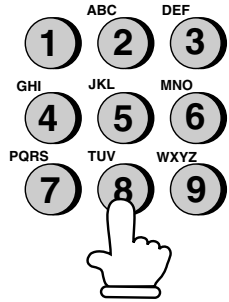
The display will show:

READY TO SEND

- Set the resolution and/or contrast if desired.

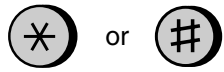
2 Press the **HOLD/SEARCH** key and then the **1** key.

3 Enter the first letter of the stored name by pressing the appropriate number key (the key which corresponds to the required letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press **1**.



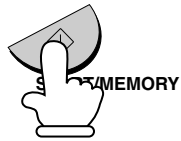
- If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning).
- If a name wasn't stored for the number, press **0**. This will cause numbers, not names, to appear when you scroll.

4 Press the **#** key or the **✱** key to scroll through the names (numbers if you pressed **0**). Stop when the desired name appears in the display.



- If no names have been stored that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If no names/numbers have been stored at all, NO DATA will appear.

5 Press the **START/MEMORY** key. The document will be automatically transmitted once the connection is made.



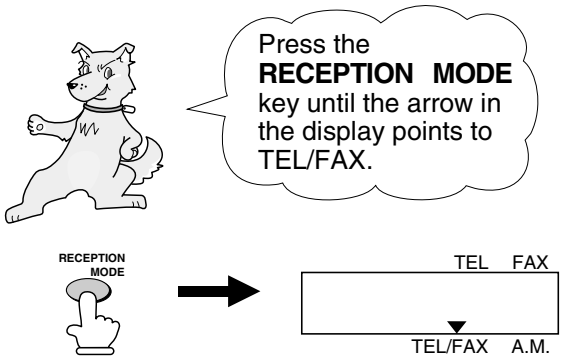
Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, the machine will automatically redial the number. Up to 2 redialling attempts will be made at intervals of 5 minutes.

♦ To stop automatic redialling, press the **STOP** key.

Chapter 3 Receiving Documents

Using TEL/FAX Mode



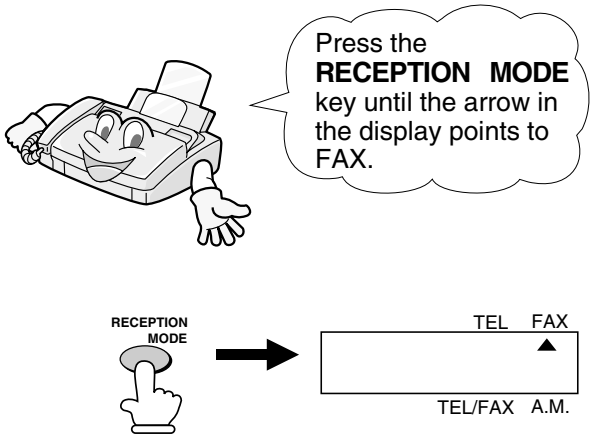
When the reception mode is set to TEL/FAX, your fax automatically answers all calls on 2 rings. After answering, your fax monitors the line for about 5 seconds to see if a fax tone is being sent.

- If your fax detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- If your fax doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

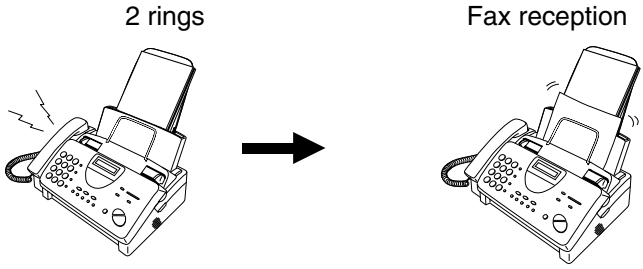
Comments:

- Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been made.
- The duration of pseudo ringing can be adjusted with Option Setting 8. See Chapter 8, *Option Settings*.
- You can change the number of rings on which the machine answers calls by changing Option Setting 2. (See Chapter 8, *Option Settings*.)

Using FAX Mode

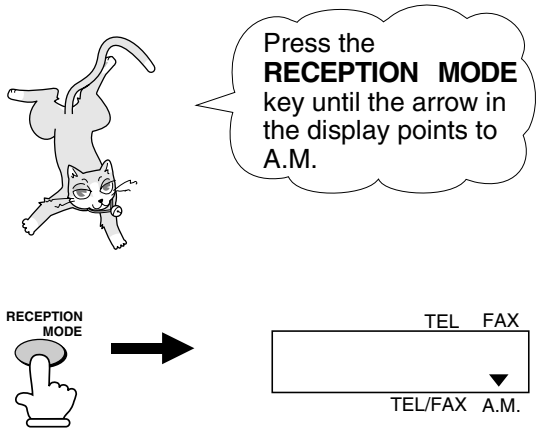


When the reception mode is set to FAX, the machine will automatically answer all calls on 2 rings and receive incoming faxes.



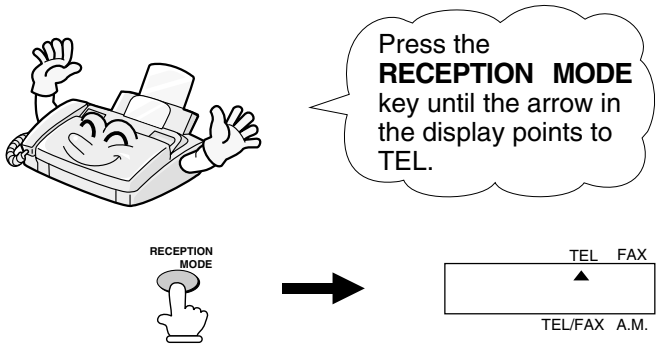
- You can change the number of rings on which the machine answers calls by changing Option Setting 2. (See Chapter 8, *Option Settings*.)
- If you pick up the handset before the machine answers, you can talk to the other party and/or receive a document as described in *Using TEL mode*.

Using A.M. Mode



In A.M. mode, your fax will automatically receive voice and fax messages if you have connected an answering machine to the fax machine. See Chapter 6 for more details.

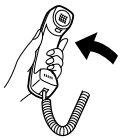
Using TEL Mode



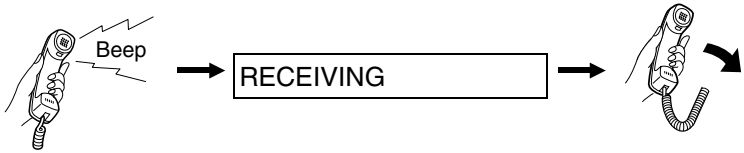
When the reception mode is set to TEL, you must answer all calls using the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

1 Pick up the handset when the machine rings.



2 If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



Note: If you have set Option Setting 12 (Fax signal receive) to NO, press the **START/MEMORY** key to begin reception.

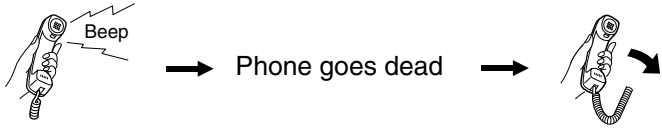
3 If the other party first talks and then wants to send a fax, press the **START/MEMORY** key after speaking (press your **START/MEMORY** key before the sender presses their Start key).

- Make sure that the display shows RECEIVING, then replace the handset.

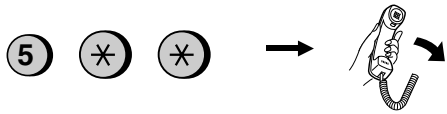
Answering with an extension phone

1 Answer the extension phone when it rings.

2 If you hear a fax tone when you answer the extension phone, wait until your fax answers (the extension phone will go dead), and then hang up.



3 If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press **5**, ✳, and ✳ on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.



Comments:

- Your fax will not accept the signal to begin reception (**5✱✱**) if a document is loaded in its feeder.
- If you have set Option Setting 12 to NO and hear a fax tone when you answer the extension phone, you must press ***5***, ✱, and ✱ if you are on a tone dial phone, or walk over to the fax, pick up the handset, and press the **START/MEMORY** key if you are on a pulse dial only phone.
- In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the socket of the equipment.

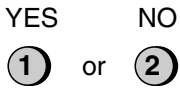
2 in 1 Print

To save paper, you can have the size of your incoming faxes reduced by 55%. This will allow you to receive, for example, a 2-page document on one page (note that this may not be possible if the document pages are longer than your printing paper). To turn on this function, follow the steps below.

1 Press these keys:

The display will show: 2 IN 1 PRINT

2 Press **1** to turn on the function, or **2** to turn it off.



The display will show: PRINT CONTRAST

3 Press the **STOP** key.

Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

Note: If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.

Note: Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

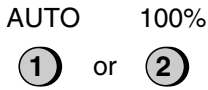
---

1 Press these keys:

The display will show: RECEPTION RATIO

---

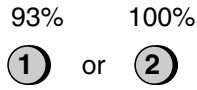
2 Press **1** to turn automatic reduction on, or **2** to turn it off.



If you selected AUTO, go to Step 3. If you selected 100%, go to Step 4.

---

3 If you selected AUTO, select the reception ratio to be used in the event that the memory becomes full (automatic reduction is not possible when the memory is full). Press **1** for 93% or **2** for 100%.



4 Press the **STOP** key.

Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with OUT OF PAPER, FILM END, or PAPER JAMMED. After you add paper, replace the imaging film, or clear the jam, press the **START/MEMORY** key and the stored documents will print out.

- ♦ If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

Caution!

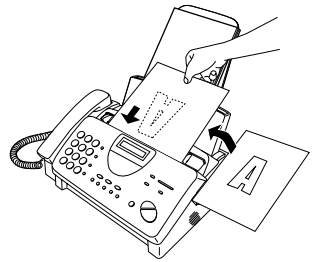
- When documents are stored in memory, do not turn the power off. This will erase all of the contents.
- If documents received in memory are lost due to a power failure or other interruption of the power supply, a CLEAR REPORT will be printed out when the power is restored. This gives information about the receptions lost, including the fax numbers of the transmitting machines if they are available.

Chapter 4

Making Copies

Your fax can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

1 Load the document(s) face down. (Maximum of 10 pages.)



The display will show:

```
READY TO SEND
```

- Set the resolution and/or contrast if desired. (The default setting for copying is SUPER FINE.)

2 Press the **COPY/HELP** key.

The display will show:

```
COPY MODE
    ↓
1: MULTI COPY
    ↓
2: SORT COPY
    ↓
START: COPY
```

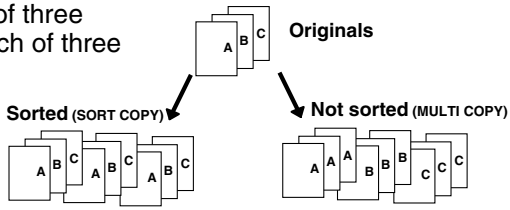
- If you are only making one copy of the original (or of each original) and don't want to make a reduction or enlargement setting, press the **START/MEMORY** key twice. Copying will begin.

- If you are only making one copy of the original (or of each original) and want to make an enlargement or reduction setting, press the **START/MEMORY** key and go to Step 5.

3 Press **1** (MULTI COPY) if you do not want the copies sorted. Press **2** (SORT COPY) if you want the copies sorted.

MULTI **1** or SORT **2**

Example of three copies each of three originals



The display will show: ENTER # (01-99)

4 If you are making one copy per original, press the **START/MEMORY** key. If you are making multiple copies per original, enter the number of copies per original (if the number is less than 10, enter a "0" before the number).

0 **9**

Example: Nine copies per original

The display will show: COPY RATIO

5 Set the amount of reduction or enlargement by entering a number from **1** to **5** as shown below (or press the **START/MEMORY** key to automatically select 100%). Copying will begin.

1: AUTO (automatic size adjustment to match the size of the printing paper)
2: 50%
3: 100% (no reduction or enlargement)
4: 125%
5: 135%

2

Example: 50%

Note: If you place a large number of originals in the feeder, the memory may become full before all of them can be scanned (MEMORY IS FULL will appear in the display). If this happens, press the **START/MEMORY** key to copy the originals which have been scanned, and then repeat the copy procedure for the remaining originals, including the original which was being scanned when the memory became full.

Copy Cut-off

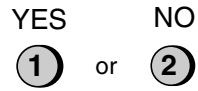
When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The intial setting is YES (cut off the remainder). To change the setting, follow the steps below.

1 Press these keys:

The display will show:

COPY CUT-OFF

2 Press **1** to set copy cut-off to YES (the remaining part of the document will not be printed), or **2** to set copy cut-off to NO (the remaining part will be printed on a second page).



The display will show:

INITIALIZE FILM

3 Press the **STOP** key to return to the date and time display.

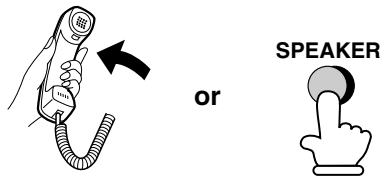
Chapter 5

Making Telephone Calls

Your fax can be used like a regular telephone to make and receive voice calls.

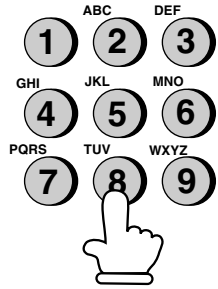
♦ To make or receive a phone call, the power must be on.

1 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



2 Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling**: Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.



3 Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset to talk.

Comments:

- While the handset of the fax is lifted (off hook), an extension phone connected directly to the fax cannot be used to speak with the other party.
- The fax may interrupt a voice call received on an extension phone if the reception mode is set to A.M. and there is a period of silence during the conversation. If you are on a tone dial phone, you can prevent this by pressing any three keys on the phone immediately after you answer. (Note: Do not enter the code to activate fax reception: 5, ✱, ✱.)

Chain Dialling

After lifting the handset, you can dial any combination of Normal Dialling, Rapid Key Dialling and Speed Dialling numbers. For example, if you have stored an area code or an access code for a special service in a Rapid Key, you can press the Rapid Key for that area code or access code, then dial the remainder of the number by pressing a Rapid Key, pressing number keys, or pressing the **SPEED DIAL** key and entering a two-digit Speed Dial number.

Using the HOLD/SEARCH key

You can use the **HOLD/SEARCH** key to search for a Rapid Key or Speed Dial number. First search for the number as described in *Using the HOLD/SEARCH key* in *Sending a Fax by Automatic Dialling* in Chapter 2, then pick up the handset or press the **SPEAKER** key. The number will be dialled automatically (do not press the **START/MEMORY** key).

Redial

The last number called can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset to talk.

Hold

You can put the other party on hold during a conversation by pressing the **HOLD/SEARCH** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD/SEARCH** key again to resume conversation.

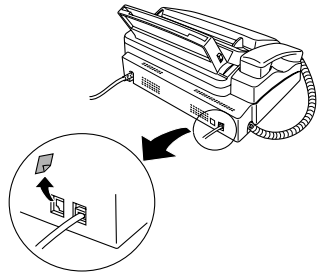
Chapter 6

Answering Machine Connection

Connecting an Answering Machine

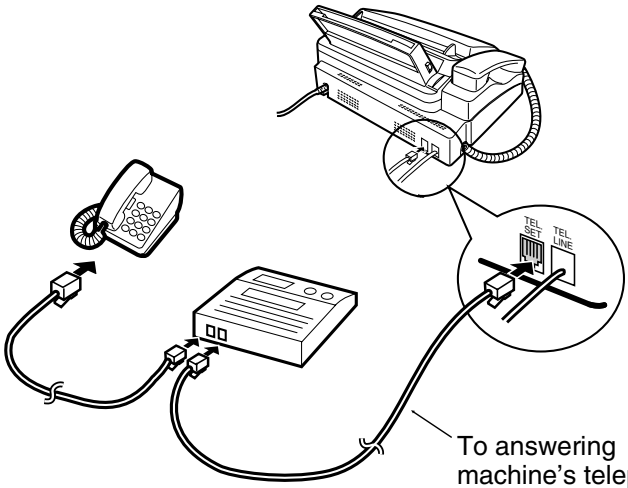
If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

1 Remove the seal covering the **TEL. SET** socket.



2 Connect the answering machine's telephone line socket to the **TEL. SET** socket.

- If desired, you can connect an extension phone to your answering machine's extension phone socket.



Note: When FaxAbility or Fax Duet (distinctive ring) is used, the answering machine may be connected to any extension of the same line.

Important: In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the extension socket of the equipment.

Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

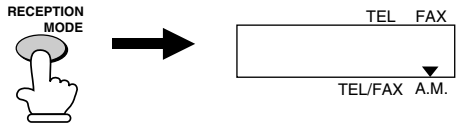
Comments:

- It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.

Activating the Answering Machine Connection

Before you go out, activate the answering machine connection as follows:

1 Set the reception mode to A.M..

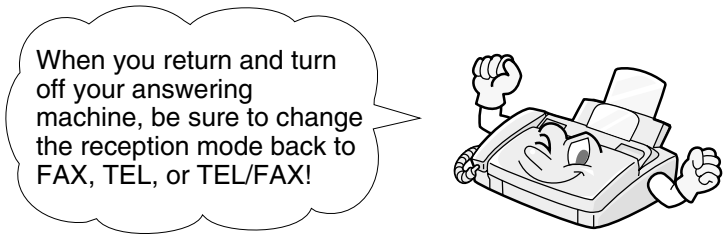


2 Set your answering machine to auto answer.

- Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.
- If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

How answering machine mode operates

While you are out, all of your incoming calls will be answered by the answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.



Chapter 7

Special Functions

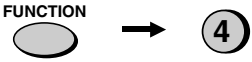
Caller ID

If you subscribe to a caller identification service from your telephone company, you can set your fax to display the name and number of the caller while the fax rings.

Important:

- **To use this function, you must subscribe to a caller identification service from your telephone company.**
- Your fax may not be compatible with some caller identification services.

1 Press these keys:

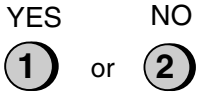


The display will show: OPTION SETTING

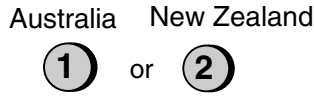
2 Press the ✳ key three times.

The display will show: CALLER-ID

3 Press **1** to turn on Caller ID, or **2** to turn it off.



4 Press **1** if you are in Australia or **2** if you are in New Zealand.



The display will show: COVER SHEET

5 Press the **STOP** key to return to the date and time display.

How Caller ID operates

When you receive a call, the name **and/or** phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until you pick up the handset, or until the fax answers automatically if it is in FAX mode.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example:

DOE JOHN	⟷	4445556666
Caller's name		Caller's number

Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.

OUT OF AREA	The call was made from an area which does not have a caller identification service, or the caller's service is not compatible with that of your local phone company.
PRIVATE CALL	Caller information was not provided by the telephone company at the caller's request.

Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 20 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- After you have received 20 calls, each new call will delete the oldest call.

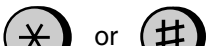
Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

To print out the list, see Chapter 9, *Printing Reports and Lists*.

1 Press these keys:

The display will show: REVIEWING CALLS

2 Press the ✱ key to scroll through the list from the most recent call, or the # key to scroll through the list from the oldest call.



3 If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

- If you want to send a fax, load the document and then press the **START/MEMORY** key.

- If you want to make a voice call, pick up the handset or press the **SPEAKER** key. Dialing will begin automatically. (If you pressed the **SPEAKER** key, pick up the handset when the other party answers.)

4 Press the **STOP** key when you have finished viewing the list.

To delete calls from the caller list

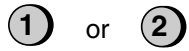
If you want to delete a single call from the caller list, press the "**0**" key while the call appears in the display. If you want to delete all calls from the list, hold the "**0**" key down for at least 3 seconds while you are viewing any number in the list.

Priority Call

If desired, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display. To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

1 Press the keys shown at right. PRIORITY CALL # will appear in the display.

2 Press **1** to enter a number, or **2** to clear a number. (If you pressed **2**, go to Step 4.)



3 Enter the phone number, including the area code, by pressing the number keys (max. of 20 digits).

(Example)

4 Press the **START/MEMORY** key and then the **STOP** key.

Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to prevent voice calls as well as fax receptions (the Anti Junk Fax function can normally only prevent faxes).

In this case when a voice call or a fax transmission comes in from a number you have specified as a "Junk Number", your fax will terminate the call as soon as it receives the calling phone number from the caller ID service. The caller will hear a 3 second high pitch tone to signal the calls termination. In Australia the call will not break off until the caller has hung up.

To use this function, set Option Setting 13 to YES as described in Chapter 8, *Option Settings*, and then enter the number in the Anti Junk Number List as explained in *Blocking Reception of Unwanted Faxes* in this chapter.

Note: This function cannot be used if you are using Distinctive Ring.

Distinctive Ring

If you subscribe to a distinctive ring service from your telephone company, you will need to turn on the distinctive ring function. When this is done, your fax machine will signal voice calls by the normal ring pattern, and fax transmissions by a special ring pattern. In the case of a fax transmission, your fax machine will automatically answer the call and receive the fax.

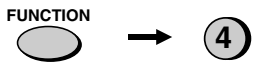
The distinctive ring function is used with the reception mode set to FAX. When your fax number is dialled, your fax machine will signal the call with a special ringing sound, then answer automatically and begin reception after the number of rings set with Option Setting 2 (the factory setting is 2 rings). When your voice number is dialled, the fax machine will signal the call with the normal ringing sound to let you know that you must answer personally.

The factory setting is "NO". If set to "YES", both Australian (Fax Duet) and New Zealand (FaxAbility) Distinctive Ring are supported.

Important:

- The distinctive ring function can only be used if you subscribe to a distinctive ring service from your telephone company. Do not turn on distinctive ring if you are on a normal line, as the fax machine will not operate properly.
- If you turn on distinctive ring, the fax will not operate in TEL/FAX reception mode.

---

1 Press these keys: 

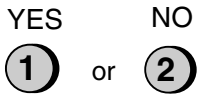
The display will show: OPTION SETTING

---

2 Press these keys:

The display will show: DISTINCTIVE RING

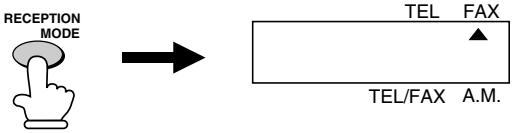
3 Press **1** (YES) to turn on distinctive ring, or **2** (NO) to turn it off.



The display will show: FAX SIGNAL RX

4 Press the **STOP** key.

5 Set the reception mode to FAX.



Broadcasting

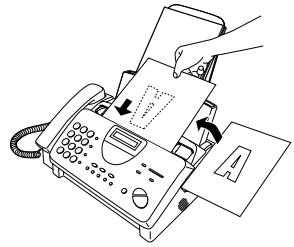
This function allows you to send the same document to as many as 20 different locations with just one operation. First store the document in memory, then enter the numbers of the receiving machines. The document will be transmitted to each location.

♦ You can only use Rapid Keys or Speed Dial numbers to dial the numbers of the receiving machines.

1 Load the document(s).

The display will show:

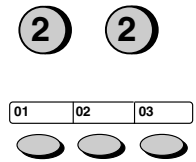
READY TO SEND



2 Press the **START/MEMORY** key and then **2**.

3 Dial the receiving machines by using one or both of the following methods. (a maximum of 20 stations can be selected).

- Enter one or more Speed Dial numbers by pressing the numeric keys.
- Press one or more Rapid Keys.

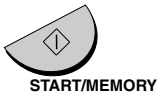


(Example)

4 Press the **START/MEMORY** key.

- Set the resolution and/or contrast if desired.

5 Press the **START/MEMORY** key. Transmission will begin.

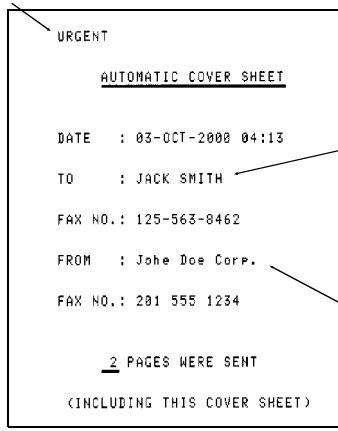


- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Cover Sheet

You can have the fax generate a cover sheet and send it as the last page of each of your fax transmissions.

You can select a message.



For the recipient's name to appear, you must dial using a Speed Dial or Rapid Key number with the name programmed.

Your name and number must be programmed as explained in Chapter 1.

Follow the steps below to turn on the cover sheet function. Once the cover sheet function is turned on, cover sheets will be included with all tranmissions until you turn it off.

1 Press these keys:

The display will show:

OPTION SETTING

2 Press these keys:

The display will show:

COVER SHEET

3 Press **1** (YES) to turn on the cover sheet function, or **2** (NO) to turn it off.

YES 1 or NO 2

The display will show:

AUTO PRINT OUT

4 Press the **STOP** key to return to the date and time display.

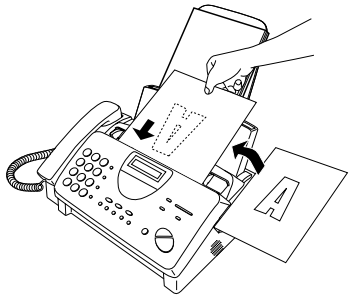
STOP

Selecting a header message (optional)

When the cover sheet function is turned on, you can also select a message which will appear as a header at the top of the cover sheet. Note that the message selection is only effective for one transmission.

1 Load the document(s).

- The document must be loaded before a message can be selected.
- The cover sheet function must be turned on.



2 Press these keys:

FUNCTION 5

The display will show:

COVER SHEET HEAD

3 Select a message by entering a number from **1** to **4**:
1: URGENT
2: IMPORTANT
3: CONFIDENTIAL
4: PLS. DISTRIBUTE

(Example)

4 Dial the receiving machine and transmit the document.

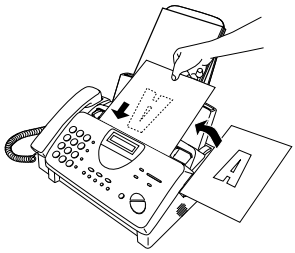
Note: To cancel a cover sheet header setting, press the **STOP** key or remove the document from the feeder.

Batch Page Numbering

You can change the page numbering of the transmitted document from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the receiver to check for missing pages.

1 Load the document(s).

- The document must be loaded before batch page numbering can be set.



2 Press these keys:

The display will show:

PAGE COUNTER SET

3 Enter the total number of pages ("01" to "99") by pressing the number keys.

- If you are sending a cover sheet, **do not** include it in the total number of pages (the number will be adjusted automatically).

Example:
Eight pages

4 Dial the receiving machine and transmit the document.

Comments:

- If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.
- If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. PAGE E. will also appear in the NOTE column of the Transaction Report if it has been set to print out.

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, first turn it on by setting Option Setting 13 to YES as explained in Chapter 8, and then enter the fax numbers from which you do not want to receive faxes as shown below.

Comments:

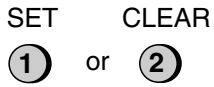
- Up to 5 numbers can be entered in the Anti Junk Number List.
- The Anti Junk function will not operate for a number which has also been stored as a Priority Call number.
- To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained in Chapter 9.

---

1 Press the keys shown at right.
STORE JUNK # will appear in the display.

---

2 Press **1** to store a number in the Anti Junk Number List, or **2** to clear a number from the list.



---

3 **Storing:** Enter a 1-digit number from 1 to 5. This number identifies the fax/voice number you will store in the next step.
Clearing: Enter the number which identifies the fax/voice number you want to clear, and go to Step 5.

(Example)

4 Enter the full number you want to block (max. of 20 digits).

5 5 5 1 2 3 4

(Example)

5 Press the **START/MEMORY** key.

6 Return to Step 3 to enter (or clear) another number, or press **STOP** to exit.

Step 3 or

Sending Documents From Memory

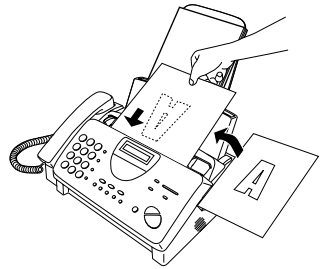
With this function, the original document is scanned immediately, stored in memory, and then transmitted once the connection to the receiving machine is made. This is convenient when transmitting to places where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations. After transmission, the document will be cleared from memory.

- Only one memory transmission can be set at a time.
- The amount of memory currently occupied appears as a percentage in the display while the document is being scanned.

1 Load the document(s).

The display will show:

READY TO SEND



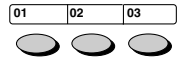
- Set the resolution and/or contrast if desired.

2 Press the **START/MEMORY** key and then **1**.

The display will show:

ENTER STATION #

3 Enter the number of the receiving machine using one of the following methods:



(Example)

- Press a Rapid Key.
- Press the **SPEED DIAL** key and enter a Speed Dial number.
- Enter a full telephone number by pressing the number keys.

4 Press the **START/MEMORY** key if you entered a Speed Dial number or a full number.

- The document will be scanned and stored in memory. Your fax will then dial the receiving machine and transmit the document (redialling will be done automatically if necessary).

If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL will appear in the display.

- ♦ Press the **START/MEMORY** key if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ♦ Press the **STOP** key if you want to cancel the entire transmission.

Polling (Requesting a Fax Transmission)

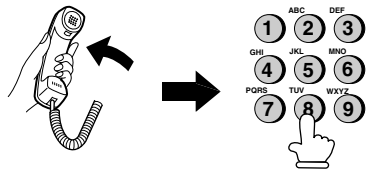
Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission. You can use your machine to both poll and be polled by others.

To use the polling function, you must first set Rapid Key 08/POLL for use as a polling key. This is done by changing Option Setting 14, as described in Chapter 8, *Option Settings*. (Note that when Rapid Key 08/POLL is set as a polling key, it cannot be used for Rapid Key Dialling.)

Requesting transmission

1 Dial the fax machine you want to poll using one of the following methods:

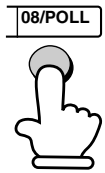
- Pick up the handset (or press the **SPEAKER** key) and press a One Touch Dial key. Wait for the fax answerback tone.
- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED DIAL** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.



(Example)

2 Press Rapid Key 08/POLL.

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.



Being polled (polling standby)

To let another fax machine poll your machine, simply set the reception mode to FAX, and load the document(s) to be sent.

Transmission will take place when the other fax machine calls your machine and activates polling. Automatic reception is possible whilst your fax is on polling standby.

Polling security

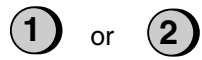
Polling Security allows you to prevent unauthorized polling of your machine. When this function is turned on, polling will only take place when the fax number of the polling fax machine has been entered in your machine's list of permitted fax numbers (called "passcode numbers"). The number of the polling fax must also be correctly programmed into itself for identification.

To use Polling Security, follow the steps below to turn the function on, and then enter permitted numbers as shown on the following page.

1 Press the keys shown at right. ENTRY MODE will appear in the display.

2 Press the **#** key three times. SECURITY SELECT will appear in the display.

3 Press **1** to turn polling security on, or **2** to turn it off.



4 Press the **START/MEMORY** key and then the **STOP** key.

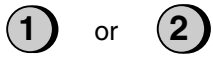
Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your machine's list of permitted numbers.

1 Press the keys shown at right. ENTRY MODE will appear in the display.

2 Press the **#** key four times. PASSCODE # MODE will appear in the display.

3 Press **1** to store a number, or **2** to clear a number.



4 **Storing:** Enter a 2-digit number from 01 to 10. This number identifies the fax number you will store in the next step.
Clearing: Enter the number which identifies the fax number you want to clear, and go to Step 6.

(Example)

5 Enter the fax number (max. of 20 digits).

(Example)

6 Press the **START/MEMORY** key.

7 Return to Step 4 to enter (or clear) another number, or press **STOP** to exit.

Step 4 or

Timer Operations

The Timer function allows you to set a transmission and/or polling operation to be performed automatically at a time you specify. One transmission operation and one polling operation can be set at the same time, and the times they will be performed can be specified up to 24 hours in advance.

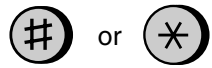
As an example, you can use this function to take advantage of off-peak telephone rates without having to be there when the operation is performed.

Note: Only a Speed Dial number can be used to dial the receiving machine.

Setting a timer operation

1 Press the keys shown at right. TIMER MODE will appear in the display.

2 Press **#** to set a transmission operation (SEND MODE), or ✱ to set a polling operation (POLLING MODE).



3 Press **1** to select SET.

4 Enter the time at which you want the operation to take place in 24-hour format (2 digits for the hour and 2 digits for the minute).

Example: 9:25

5 Press the **START/MEMORY** key.

6 Enter the Speed Dial number of the receiving fax machine.

- If this is a polling operation, go to Step 9.

(Example)

7 Press the **START/MEMORY** key.

8 Adjust the resolution and/or contrast if desired (skip to the next step if you don't want to change settings).

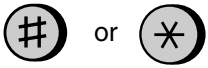
9 Press the **START/MEMORY** key and then the **STOP** key. If this is a transmission operation, load the document in the feeder sometime before the specified time of transmission.

To cancel an operation

If you need to cancel an operation after it has been set, follow the steps below.

1 Press the keys shown at right. TIMER MODE will appear in the display.

2 Press **#** to cancel a transmission operation, or **✱** to cancel a polling operation.



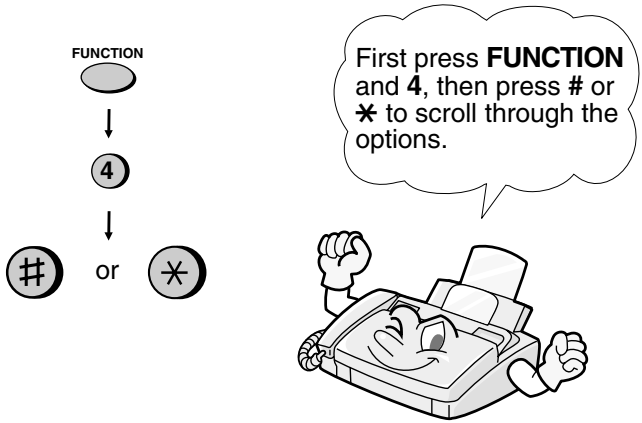
3 Press **2** to select CLEAR.

4 Press the **START/MEMORY** key and then the **STOP** key.

Chapter 8

Option Settings

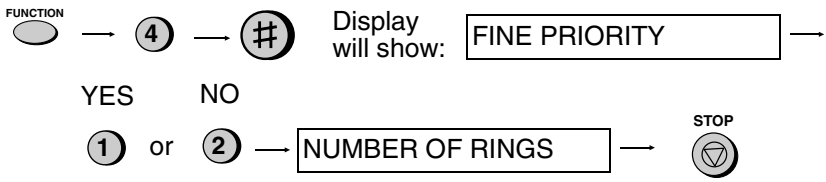
The option settings let you customise your fax to better suit your needs. An initial setting has been made for each option at the factory. You can change a setting by following the steps described for each option below.



Setting 1: FINE RESOLUTION PRIORITY

This option sets the default resolution (the resolution used if a setting is not made with the **RESOLUTION** key) for transmitting documents. Press **1** (YES) to set the default resolution to FINE, or **2** (NO) to set it to STANDARD.

- Initial setting: **2**

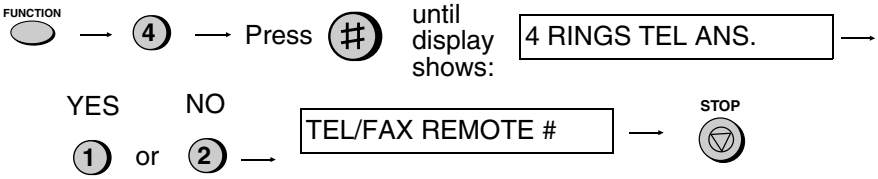


Setting 2: NUMBER OF RINGS TO ANSWER
This sets the number of rings the fax machine waits before answering an incoming call in FAX and TEL/FAX reception modes. Enter any number from **2** to **4**.

• Initial setting: **2**

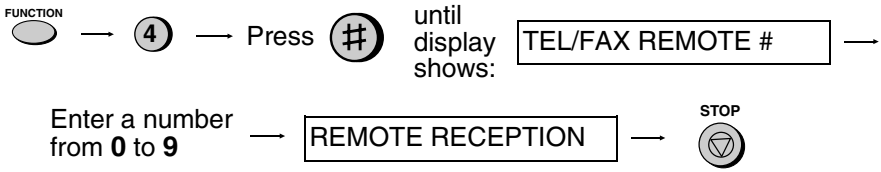
Setting 3: 4 RINGS TEL ANSWER
Press **1** (YES) to have the fax machine answer a call after 4 rings when it is in TEL reception mode. Press **2** (NO) to turn the function off.

• Initial setting: **2**



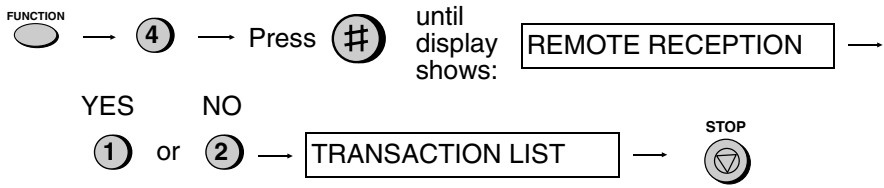
Setting 4: TEL/FAX REMOTE NUMBER (TRANSFER CODE)
If you hear a fax tone when you answer a call on a tone dial extension phone connected to the same line as the fax, you can make the fax begin reception by pressing **5**, ✱, and ✱ on the phone. Use this setting if you want to use a number other than **5** to begin fax reception. You can enter any number from **0** to **9**.

- Initial setting: **5**



Setting 5: REMOTE RECEPTION SELECT
If you don't intend to use the above TEL/FAX REMOTE NUMBER, you can turn detection of the number off. This will ensure that the fax never mistakenly attempts to begin reception if it detects a signal similar to the TEL/FAX REMOTE NUMBER while you are talking on an extension phone. Press **1** to turn detection on, or **2** to turn detection off.

- Initial setting: **1**



Setting 6: TRANSACTION REPORT PRINT SELECT
This sets the condition for printing out a Transaction Report. Enter a number from **1** to **5** as follows:

1 (ALWAYS PRINT): A report will be printed after each transmission, reception, or error.

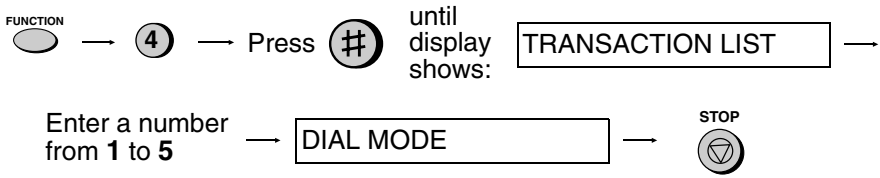
2 (ERR/TIMER/MEM): A report will be printed after an error, timer operation, or memory operation.

3 (SEND ONLY): A report will be printed only after a transmission.

4 (NEVER PRINT): A report will never be printed.

5 (ERROR ONLY): A report will be printed only after an error occurs.

• Initial setting: **5**



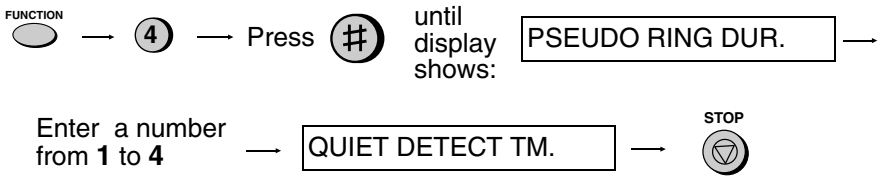
Setting 7: DIAL MODE
This sets the mode of dialling. Press **1** if you are on a tone dial line, or **2** if you are on a pulse dial line.

• Initial setting: **1**

Note: For all units installed in New Zealand, select "1" for tone dialling. The pulse setting "2" will not operate correctly and must not be used.

Setting 8: PSEUDO RINGING DURATION
This sets the duration of pseudo ringing in TEL/FAX reception mode. Press **1** for 15 seconds, **2** for 30 seconds, **3** for 60 seconds, or **4** for 120 seconds.

• Initial setting: **1**



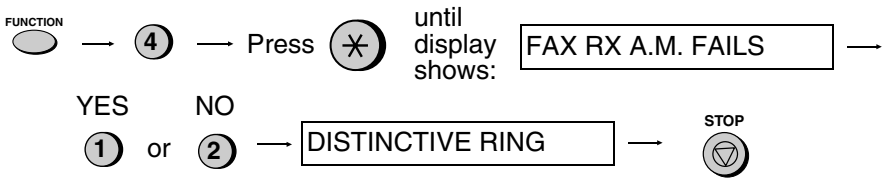
Note for New Zealand: Telecom regulations do not permit the 60-second and 120-second settings to be used.

Setting 9: QUIET DETECT TIME
When an answering machine is connected to the fax, the fax will take over the line and begin reception if it detects a certain duration of silence after the answering machine answers a call. This sets the duration of silence (in seconds). Enter a number from **01** to **10**, or enter **00** to turn off the function.

• Initial setting: **04**

Setting 10: FAX RX A.M. FAILS
Press **1** (YES) to have the fax answer a call if an answering machine connected to the fax does not answer within 5 rings. Press **2** (NO) to turn the function off.

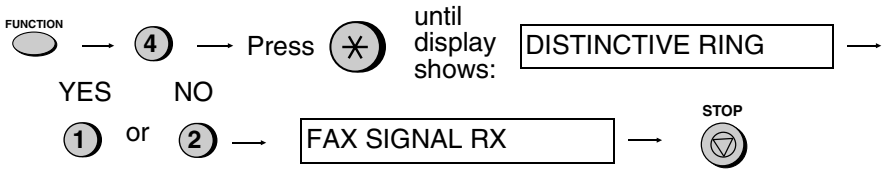
• Initial setting: **2**



Setting 11: DISTINCTIVE RING

If you subscribe to a distinctive ring service from your telephone company, press **1** to have your fax signal voice calls and fax transmissions by different ring patterns. Press **2** to turn the function off. (This setting is described in more detail in *Distinctive Ring* in Chapter 7.)

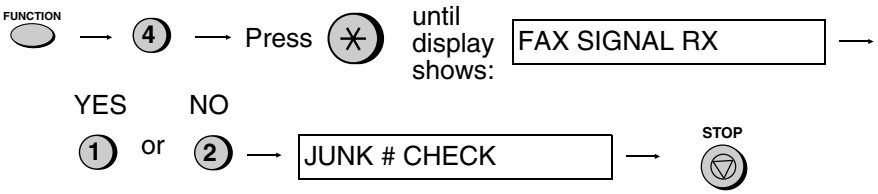
• Initial setting: **2**



Setting 12: FAX SIGNAL RECEIVE

Your fax will automatically begin reception if you hear a high-pitched fax tone after answering a call. If you use a computer fax modem on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents sent from the computer fax modem. Press **1** to turn the function on, or **2** to turn it off.

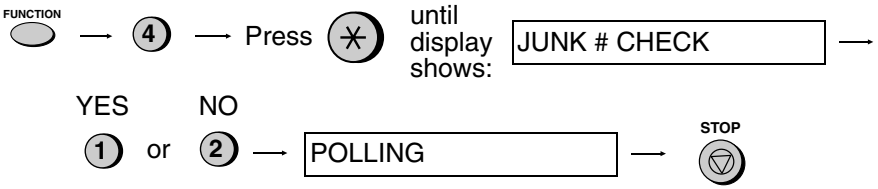
• Initial setting: **1**



Setting 13: JUNK FAX NUMBER CHECK

Press **1** to prevent reception from fax numbers entered in the Anti Junk Fax List. Press **2** to allow reception from all numbers.

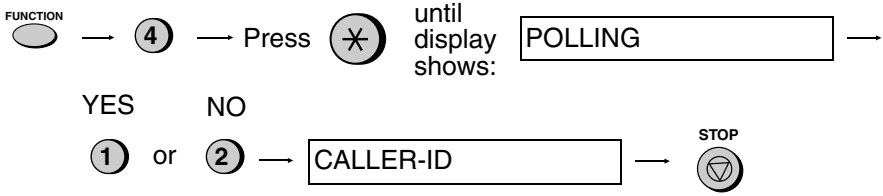
• Initial setting: **2**



Setting 14: POLLING

Press **1** if you want to use Rapid Key 08/POLL as a polling key. Press **2** if you want to use it as a regular Rapid Key.

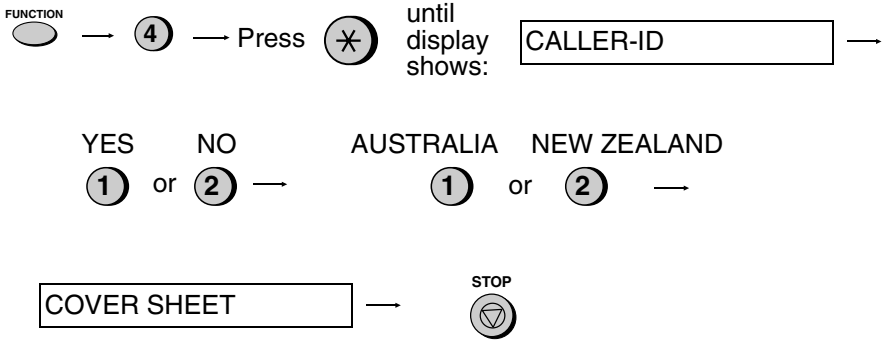
- Initial setting: **2**



Setting 15: CALLER ID

If you subscribe to a Caller ID service and want to use the Caller ID function, press **1**. To turn Caller ID off, press **2**. (Caller ID is explained in more detail in *Caller ID* in Chapter 7.)

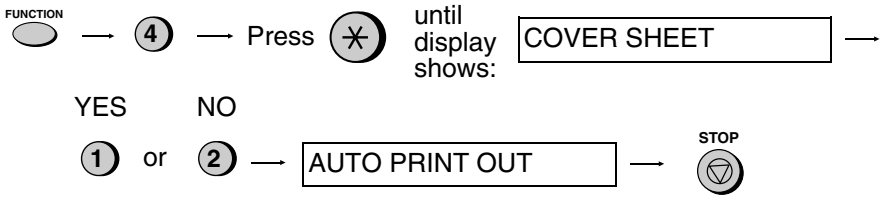
- Initial setting: **2**



Setting 16: AUTO COVER SHEET

Press **1** (YES) to have the fax automatically generate a cover sheet and send it as the last page of each transmission. Press **2** (NO) to turn the function off.

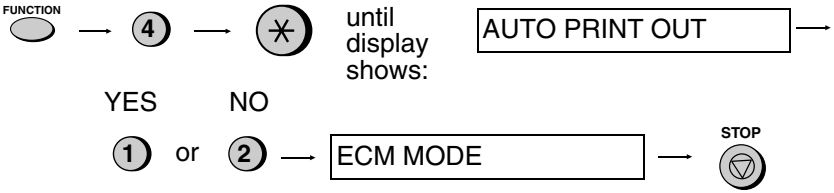
• Initial setting: **2**



Setting 17: ACTIVITY REPORT AUTO PRINT OUT

Press **1** to have your fax automatically print out an Activity Report once every 30 operations. (The list can still be printed out on demand when desired.) Press **2** to turn automatic print-out off.

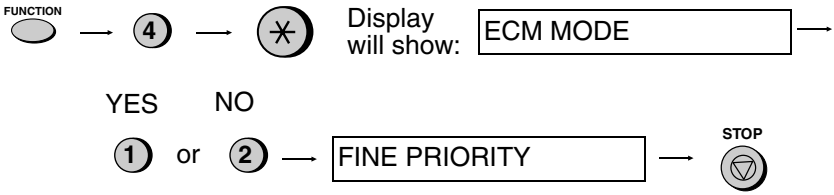
• Initial setting: **2**



Setting 18: ERROR CORRECTION MODE (ECM)

Press "**1**" (YES) to have any distortions in a transmission due to noise on the telephone line be corrected before print-out at the receiving end. This is only effective when the other machine has ECM as well. Press "**2**" (NO) to turn the function off.

• Initial setting: **1**



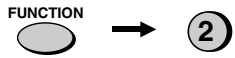
Chapter 9

Printing Reports and Lists

You can print out lists showing settings and information entered in the fax. You can also have the fax automatically print out a report on transactions after they are made. The lists and the report are described below.

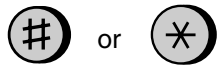
Printing a list

1 Press these keys:



The display will show: LISTING MODE

2 Press the # key or the ✳ key until the desired list appears in the display.

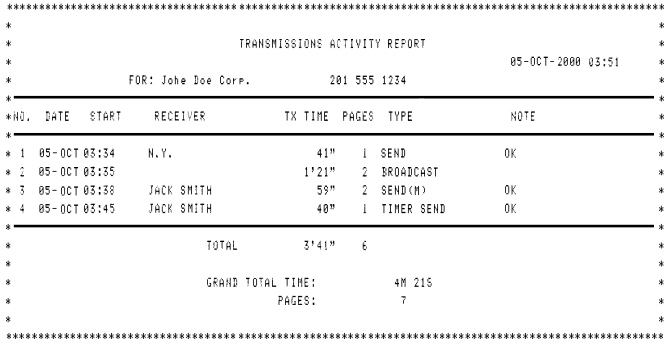


3 Press the **START/MEMORY** key.

Activity Report

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the TRANSMISSIONS ACTIVITY REPORT, which shows information on transmissions, and the RECEPTIONS ACTIVITY REPORT, which shows information on receptions.

- If Option Setting 17 (Auto Print Out) is set to YES, a report will be automatically printed out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.)
- All information is erased after a report is printed out. If automatic print-out is disabled and print-out has not been performed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.



TRANSMISSIONS ACTIVITY REPORT

05-OCT-2000 03:51

FOR: John Doe Corp. 201 555 1234

NO.	DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE
1	05-OCT	03:34	N.Y.	41"	1	SEND	OK
2	05-OCT	03:35		1'21"	2	BROADCAST	
3	05-OCT	03:38	JACK SMITH	59"	2	SEND(M)	OK
4	05-OCT	03:45	JACK SMITH	40"	1	TIMER SEND	OK
			TOTAL	3'41"	6		

GRAND TOTAL TIME: 4M 21S

PAGES: 7

Explanation of headings

SENDER/ RECEIVER The fax number of the other machine involved in the transaction. In the case of a transmission, the number dialled appears. In the case of a reception, the programmed ID of the sending machine appears. If this machine does not have an ID function, the communication mode will appear (for example, "G3").

PAGES Number of pages transmitted or received.

NOTE **OK** - Transmission/reception was normal.

P.FAIL - A power failure occurred. If you have power and the problem persists, try a different outlet. If necessary, have an electrician check your power lines.

JAM - A problem with the paper or original document occurred. Make sure the paper or document is loaded properly. Make sure the operation panel is shut securely.

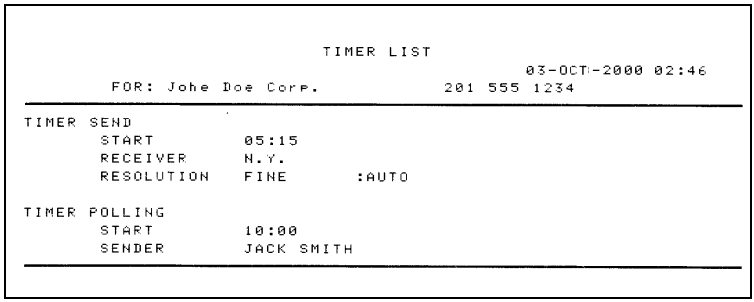
NO PAPER - You ran out of paper during reception.

COM.E-0 to **COM.E-7** - A telephone line error prevented the transaction. See *Line Error* in Chapter 11.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Timer List

This list shows the timer operations which are currently set.



TIMER LIST

03-OCT-2000 02:46

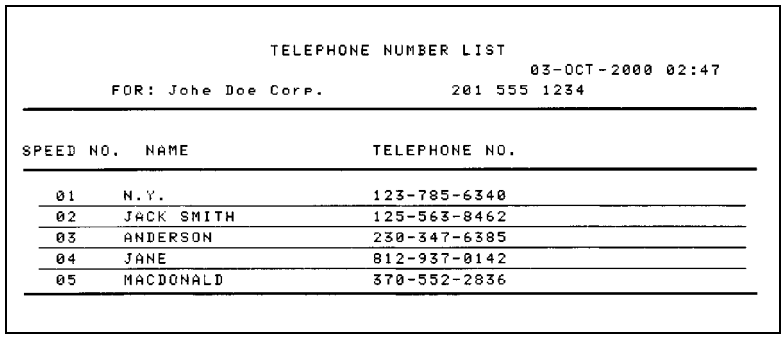
FOR: John Doe Corp. 201 555 1234

TIMER SEND
START 05:15
RECEIVER N.Y.
RESOLUTION FINE :AUTO

TIMER POLLING
START 10:00
SENDER JACK SMITH

Telephone Number List

This list shows the fax and voice numbers which have been stored for automatic dialling.



TELEPHONE NUMBER LIST

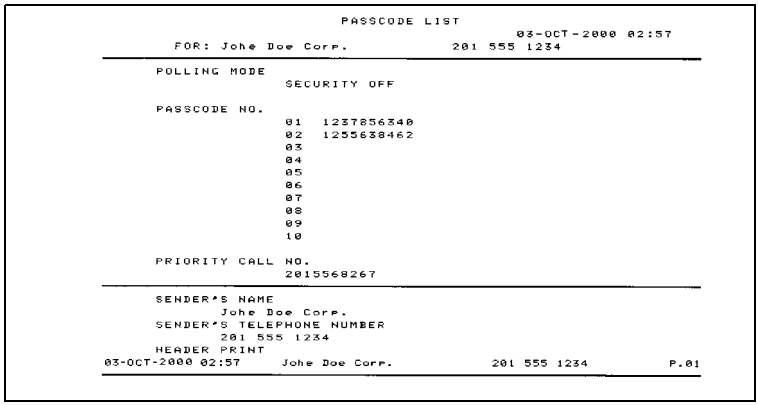
03-OCT-2000 02:47

FOR: John Doe Corp. 201 555 1234

SPEED NO.	NAME	TELEPHONE NO.
01	N.Y.	123-785-6340
02	JACK SMITH	125-563-8462
03	ANDERSON	230-347-6385
04	JANE	812-937-0142
05	MACDONALD	370-552-2836

Passcode List

This list shows settings made for polling security, your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).



PASSCODE LIST

03-OCT-2000 02:57

FOR: John Doe Corp. 201 555 1234

POLLING MODE
SECURITY OFF

PASSCODE NO.
01 1237856340
02 1255638462
03
04
05
06
07
08
09
10

PRIORITY CALL NO.
2015568267

SENDER'S NAME
John Doe Corp.
SENDER'S TELEPHONE NUMBER
201 555 1234
HEADER PRINT

03-OCT-2000 02:57 John Doe Corp. 201 555 1234 P.01

Option Setting List

This list shows the current status of the option settings.

OPTIONS SETTING LIST

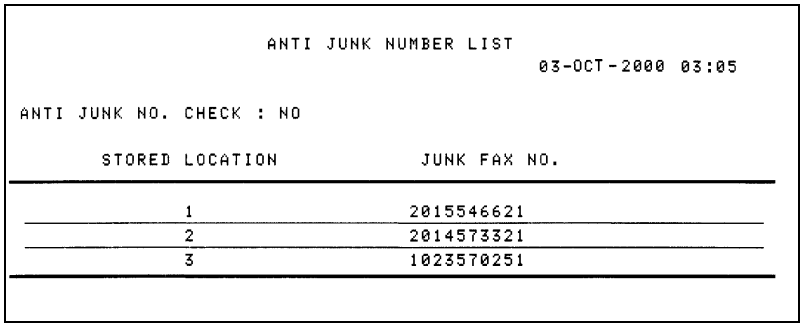
03-OCT-2000 11:00

FOR: JONE DOE CORP.

NO.	ITEM	SETTING
1	FINE PRIORITY	NO
2	NUMBER OF RINGS IN AUTO ANSWER MODE	2 RINGS
3	4 RINGS TEL ANSWER	NO
4	TEL/FAX REMOTE NO.	(5)**
5	REMOTE RECEPTION	YES
6	TRANSACTION PRINT SELECT	ERROR ONLY
7	DIAL MODE	TONE
8	PSEUDO RINGING DURATION	15S
9	QUIET DETECT TIME	04S
10	FAX ANSWER WHEN A.M. FAILS	NO
11	DISTINCTIVE RINGING	NO
12	FAX SIGNAL RECEIVE	YES
13	JUNK NO. CHECK	NO
14	POLLING	NO
15	CALLER-ID	NO
16	COVER SHEET	NO
17	AUTO PRINT OUT	NO
18	ECM MODE	YES

Anti Junk Number List

This list shows the numbers that are blocked by the Anti Junk function.



ANTI JUNK NUMBER LIST

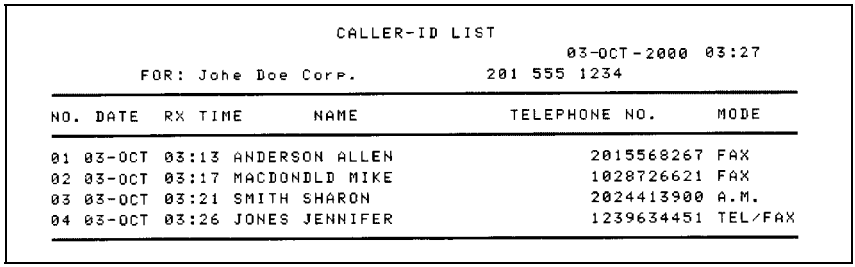
03-OCT-2000 03:05

ANTI JUNK NO. CHECK : NO

STORED LOCATION	JUNK FAX NO.
1	2015546621
2	2014573321
3	1023570251

Caller ID List

This list shows information about your most recent calls (maximum of 20 calls). (This list is only available if you are using the Caller ID function.)



CALLER-ID LIST

03-OCT-2000 03:27

FOR: John Doe Corp. 201 555 1234

NO.	DATE	RX TIME	NAME	TELEPHONE NO.	MODE
01	03-OCT	03:13	ANDERSON ALLEN	2015568267	FAX
02	03-OCT	03:17	MACDONDLD MIKE	1028726621	FAX
03	03-OCT	03:21	SMITH SHARON	2024413900	A.M.
04	03-OCT	03:26	JONES JENNIFER	1239634451	TEL/FAX

Print Setup List

This list shows the current status of the printing settings accessed by pressing the **FUNCTION** key and the **6** key.

PRINT SET UP LIST

03-OCT-2000 02:57

FOR: Johe Doe Corp. 201 555 1234

NO.	ITEM	SETTING
1	INITIALIZE FILM	03-OCT-2000
2-1)	RECEPTION RATIO	AUTO
2-2)	PRINTING RATIO IN MEMORY FULL	93%
3	2 IN 1 PRINT	NO
4	PRINT CONTRAST	NORMAL
5	COPY CUT OFF	YES

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax is set at the factory to print out the report only when an error occurs. If desired, you can change the setting to have it printed out under a variety of other conditions. This is done by changing Option Setting 6 (Transaction Report Print Select) as described in Chapter 8.

- The same headings appear in the Transaction Report as in the Activity Report. See *Activity Report* in this chapter for an explanation of the headings.
- The Transaction report cannot be printed out manually.

Chapter 10

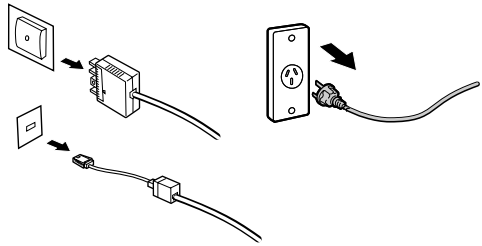
Maintenance

Fax print head

Clean the printing head frequently to assure optimum printing performance.

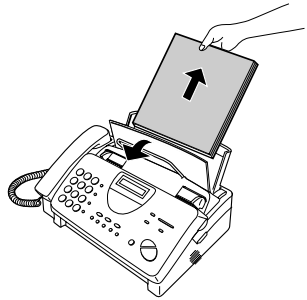
1 First unplug the telephone line, then unplug the power cord.

For Australia

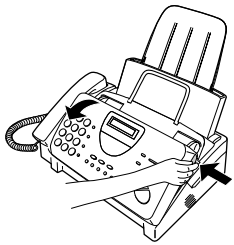


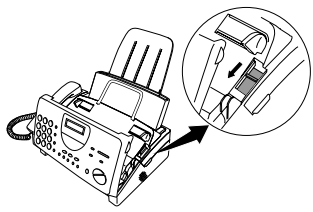
For New Zealand

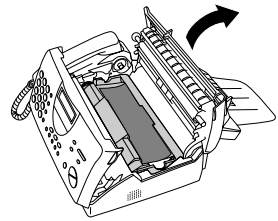
2 Pull the paper release plate forward and remove the paper.



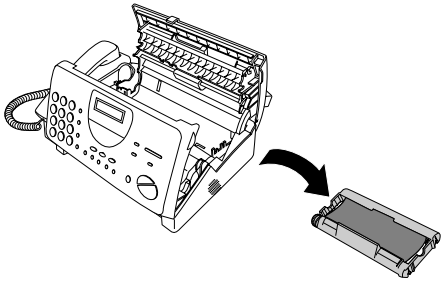
3 Open the operation panel (grasp the finger hold and pull up), and then pull the release on the right side of the machine forward to open the print compartment cover.



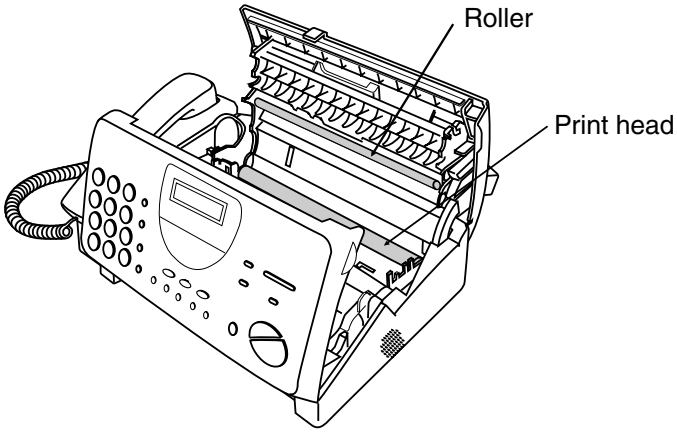




4 Take the imaging film cartridge out of the print compartment and place it on a sheet of paper.



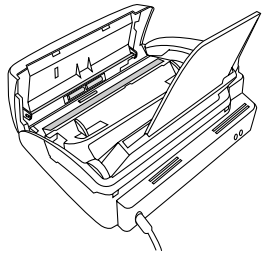
5 Wipe the print head and roller with isopropyl alcohol.



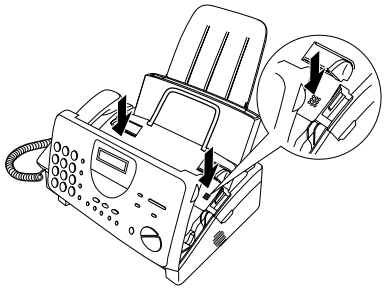
Caution!

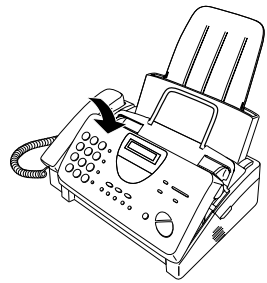
- Do not use benzene or thinner. Avoid touching the print head with hard objects.
- The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.

6 Place the imaging film cartridge back in the print compartment.

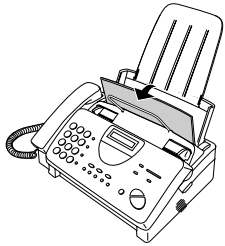


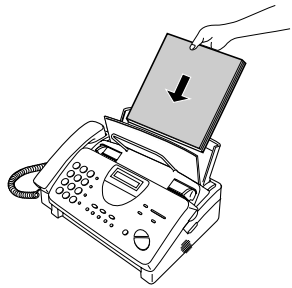
7 Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.

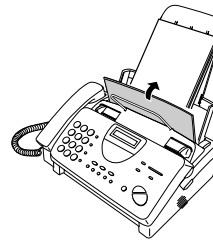




8 Pull the paper release plate toward you, reinsert the paper in the paper tray and push the paper release plate back down.





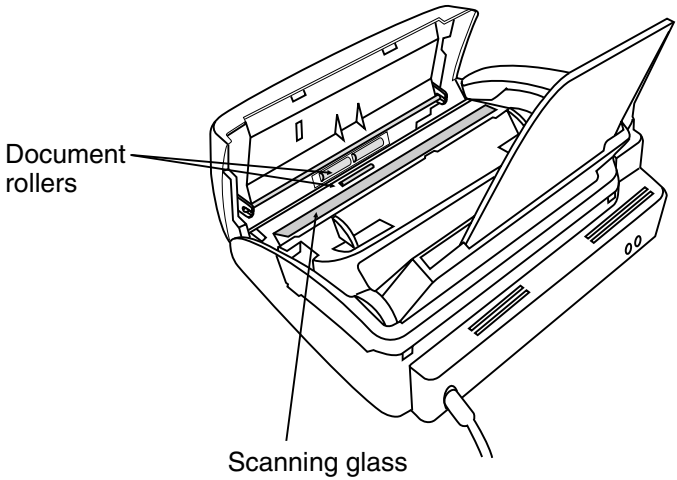


If SET PAPER & PRESS START KEY appears in the display, make sure the paper is inserted correctly and then press the **START/MEMORY** key.

Scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel (grasp the finger hold and pull up), and wipe the scanning glass and rollers with a soft cloth.

- Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt and stains will cause vertical lines on transmitted images and copies. If necessary, use a cloth moistened with isopropyl alcohol.
- Adhesive cellophane tape is useful for removal of debris from the rollers.



Caution: When wiping, take care not to damage any of the protruding parts on the underside of the operation panel.

Chapter 11

Troubleshooting

Problems and Solutions

Answering machine connection

Problem	Check and remedy
The answering machine connection does not operate properly.	• Make sure your fax machine's reception mode is set to A.M. • Make sure your fax machine's **TEL. LINE** socket is connected to the wall socket. Make sure your fax machine's **TEL. SET** socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket). • Make sure your answering machine's outgoing message is under 10 seconds. • Make sure that Option Setting 9 (Quiet Detect Time) is set to three or four seconds (see Chapter 8). • Make sure that the Distinctive Ring function is turned off (see *Distinctive Ring* in Chapter 7).

Line error

Problem	Check and remedy
LINE ERROR appears in the display and/or a transaction report is printed out with **COM. E-** and a number from **0** to **1, 2, 3, 4, 5, 6,** or **7** in the **NOTE** column.	• Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting your fax to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialing and transmission problems

Problem	Check and remedy
No dial tone when you pick up the handset or press the **SPEAKER** key.	• Make sure the handset cord is connected to the correct socket. See *Handset* in *Connections* in Chapter 1.
Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket.

	• Make sure that the fax is set to the correct dialling mode for your telephone line. See Option Setting 7 in Chapter 8.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has fax paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Call the receiving machine by normal (manual) dialling, and confirm its response.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.

Reception and copying problems

Problem	Check and remedy
The power is on, but no reception takes place.	• Make sure the wall socket is connected to the **TEL. LINE** socket, and **not** the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy to confirm the printing ability of your machine.

General print quality is poor.	• It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The print head may be dirty. See *Fax print head* in Chapter 10. • Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.
The quality of copies is poor and/or black spots appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the fax print head and the scanning glass as explained in Chapter 10.
Reception/copying is interrupted.	• If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down.
A received document or copy prints out in strips.	• Make sure the operation panel and the printer compartment cover under the operation panel are completely closed (press down on both sides of each). (To close the printer compartment cover, grasp the top of the operation panel and pull to open it, and then press down on both sides of the printer compartment cover.)

General problems

Problem	Check and remedy
Information cannot be programmed in the fax.	• Make sure the fax is plugged in and the imaging film and paper have been loaded. (Programming is not possible if the imaging film and printing paper have not been loaded.) See *Loading the Imaging Film* and *Loading Printing Paper* in Chapter 1.
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to confirm that it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it back in several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable documents* in Chapter 2).
Voice calls taken on an extension phone are interrupted by the fax.	• The fax may interrupt during a voice call if the reception mode is set to A.M.. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)
No reception occurs when polling is attempted.	• Make sure you have not run out of paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.
Bell Tinkle (New Zealand)	• The operation of this equipment on the same line as the telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such a problem occur, contact your authorised Sharp Service Centre for information.

Messages and Signals

Display messages

Note: If you have turned on the Caller ID function, see *Caller ID* in Chapter 7 for display messages related to Caller ID.

A.M. OFF HOOK	When the fax is in A.M. reception mode, this message appears when the handset of an answering machine (or extension phone) connected to the fax has been lifted.
CHECK PAPER SIZE	The paper size setting is incorrect. Change the paper size setting as described in *Loading Paper* in Chapter 1.
COVER OPEN	The print compartment cover (under the operation panel) is open. Open the operation panel (grasp the top and pull toward you), and then press down firmly on both sides of the print compartment cover to close it.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*.
FAX RX IN MEMORY	A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FILM END	The imaging film may need replacement. Check the film and replace if necessary.
FUNCTION MODE	The **FUNCTION** key has been pressed.
HOLD	The **HOLD/SEARCH** key has been pressed to put the other party on hold during a phone conversation. Press the **HOLD/SEARCH** again to take the other party off hold.
LINE ERROR	Transmission or reception was not successful. Press **STOP** to clear the message, and then try again. If the error persists, see *Line Error* in *Problems and Solutions* in this chapter.

MEMORY IS FULL	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see *Substitue Reception to Memory* in Chapter 3). If you are attempting to transmit from memory, see *Sending Documents from Memory* in Chapter 7.
MEMORY PRINTING	The fax is preparing or printing out a document from memory.
NO DATA	This appears if you attempt to search for an automatic dialling number when none have been stored.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it).
OUT OF PAPER	You are out of printing paper (or the paper release plate is open). Load paper as described in *Loading Printing Paper* in Chapter 1.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax is waiting for you to dial. (To return to the date and time display, press the **SPEAKER** key again.)
OVER HEAT	The print head has overheated. Operation may be continued once it cools.
PAPER JAMMED	The printing paper is jammed. See the following section, *Clearing Paper Jams*.
READY TO SEND	A document has been loaded and the fax is waiting for transmission or copying instructions.

RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See *Automatic Redialling* in *Sending a Fax by Automatic Dialling* in Chapter 2.)
SEARCH DIAL	The **HOLD/SEARCH** key has been pressed. Press **#** or ✳ to search for an automatic dialling number, or press **STOP** to return to the data and time display. (See *Using the **HOLD/SEARCH** key* in *Sending a Fax by Automatic Dialling* in Chapter 2.)
SET PAPER &/ PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press the **START/MEMORY** key. If there is paper in the tray, make sure it is inserted correctly and then press the **START/MEMORY** key.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

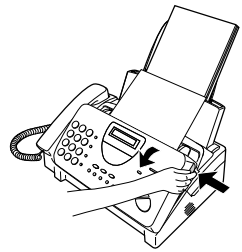
Clearing Paper Jams

Clearing a jammed document

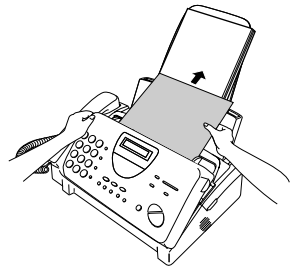
If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START/MEMORY** key. If it doesn't feed out, remove it as follows:

Important:
Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

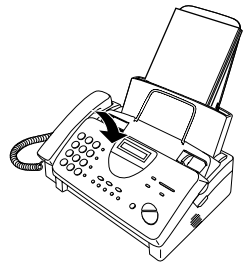
1 Open the operation panel by grasping the finger hold and pulling up.



2 Remove the document.

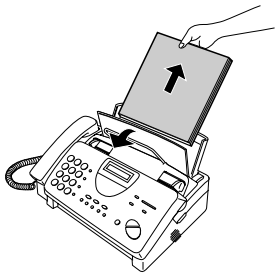


3 Close the operation panel, making sure it clicks into place.

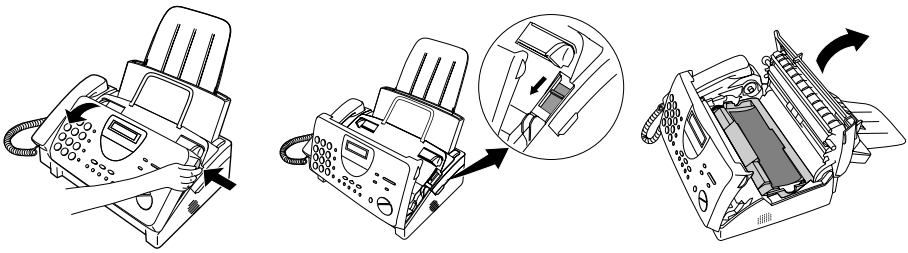


Clearing jammed printing paper

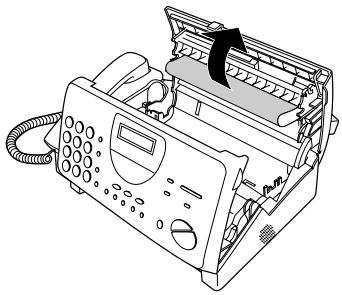
1 Pull the paper release plate forward and remove the paper.



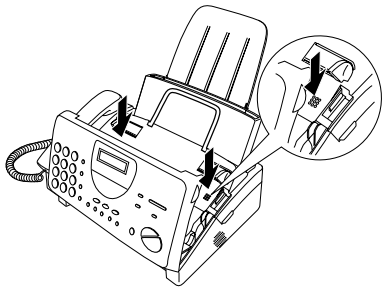
2 Open the operation panel (grasp the finger hold and pull up), and then pull the release on the right side of the machine forward to open the print compartment cover.

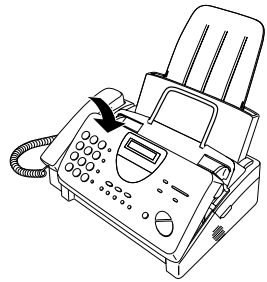


3 Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.

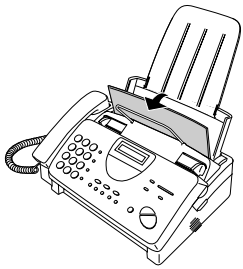


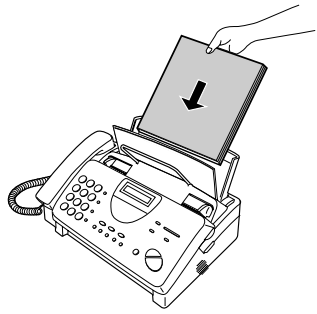
4 Close the print compartment cover (press down on both sides to make sure it clicks into place), and then close the operation panel.

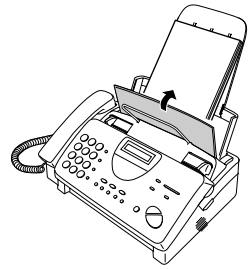




5 Pull the paper release plate toward you, reinsert the paper in the paper tray and push the paper release plate back down.

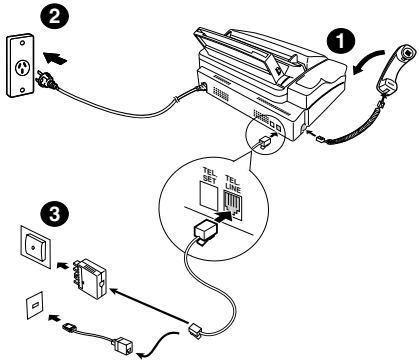






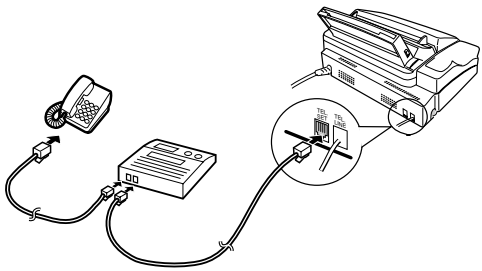
If SET PAPER & PRESS START KEY appears in the display, make sure the paper is inserted correctly and then press the **START/MEMORY** key.

INSTALLATION



1. Connect the handset as shown.
2. Plug the power cord into a grounded, 230-240 V outlet.
3. Plug one end of the telephone line into the **TEL. LINE** socket on the rear of the fax and the other end into the adapter. Plug the adapter into a telephone wall socket.

Connecting an answering machine and/or extension telephone



1. Remove the seal covering the **TEL. SET** socket on the rear of the fax. Connect an extension telephone or answering machine to the **TEL. SET** socket.
2. If desired, connect an extension phone to the answering machine.

ENTERING YOUR NAME AND NUMBER

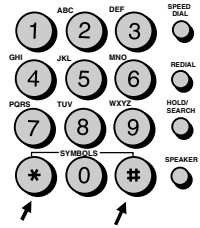
Note: Imaging film and paper must be loaded to perform the following operation.

1. Press: FUNCTION 3 # #

Display shows: OWN NUMBER SET

2. Press: START/MEMORY
3. Enter your fax number (max. of 20 digits) by pressing the number keys.
- ♦ If you make a mistake, press the **HOLD/SEARCH** key to move the cursor back to the mistake, then enter the correct number or letter.
4. Press: START/MEMORY
5. Enter your name by pressing the appropriate number keys as shown below.
- ♦ To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

A = 2 2	J = 5 5	S = 7 7 7 7 7
B = 2 2 2	K = 5 5 5	T = 8 8
C = 2 2 2 2	L = 5 5 5 5	U = 8 8 8
D = 3 3	M = 6 6	V = 8 8 8 8
E = 3 3 3	N = 6 6 6	W = 9 9
F = 3 3 3 3	O = 6 6 6 6	X = 9 9 9
G = 4 4	P = 7 7	Y = 9 9 9 9
H = 4 4 4	Q = 7 7 7	Z = 9 9 9 9 9
I = 4 4 4 4	R = 7 7 7 7	SPACE = 1 1



Press either key one or more times to select and enter a symbol.

6. When finished, press: START/MEMORY STOP

SETTING THE DATE AND TIME

Note: Imaging film and paper must be loaded to perform the following operation.

Press: FUNCTION 3 ✳ ✳ ✳

Display shows: DATE & TIME SET

Press the **START/MEMORY** key: START/MEMORY

Enter two digits for the Day (01 through 31).
Enter two digits for the Month (01 through 12).
Enter four digits for the Year (Ex: 2000).
Enter two digits for the Hour (01 through 23).
Enter two digits for the Minute (00 through 59).
When finished, press: START/MEMORY STOP

STORING AND CLEARING NUMBERS FOR AUTO DIALING

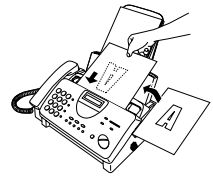
Note: Imaging film and paper must be loaded to perform the following operation.

1. Press: FUNCTION 3 #

   Display shows: FAX/TEL # MODE
2. Press **1** to store a number or **2** to clear a number.
3. Enter a 2-digit Speed Dial number (from 01 to 08 for Rapid Key Dialling, or 09 to 88 for Speed Dialling). (If you are clearing a number, go to Step 7.
4. Enter the full telephone/fax number.
5. Press: START/MEMORY
6. Enter the name of the location by pressing number keys (max. of 20 characters). (Refer to the letter entry table in ENTERING YOUR NAME AND NUMBER.)
7. Press: START/MEMORY STOP

SENDING DOCUMENTS

Place your document (up to 10 pages) face down in the document feeder.



Normal Dialling

1. Lift the handset or press SPEAKER
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key)
4. Press: START/MEMORY

Rapid Key Dialling

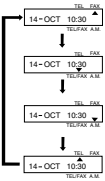
Press the appropriate Rapid Key. Transmission will begin automatically.

Speed Dialling

1. Press: SPEED DIAL
2. Enter 2-digit Speed Dial number.
3. Press: START/MEMORY

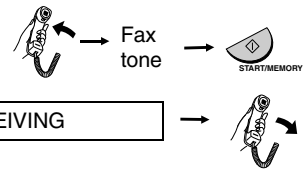
RECEIVING DOCUMENTS

Press: RECEPTION MODE



FAX mode: The fax automatically answers on two rings and receives the incoming document.

TEL mode:



TEL/FAX mode:
The fax machine automatically answers on two rings and receives faxes. Voice calls (including manually dialled fax transmissions) are signalled by a special ringing sound.

A.M. mode: Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

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